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# An Analysis of Interview Skills of English Language Learners

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**ABSTRACT:** Doing a job interview usually makes everyone feel quite stressed. We want to make a good impression to get the job and at the same time we have to avoid getting so anxious that we say or do the wrong thing. When you do an interview in English, the difficulties increase significantly. To help you, we've collected most common and important questions to help you be prepared and pass your interview with success. In order to do an interview in English, preparation is fundamental because it allows you to feel confident. Do some research – find out the history of the company and its mission so you have a general idea about what the interviewer might ask you. In fact, typically they'll ask you questions to understand whether or not you're appropriate for the position and for the company in general.

**KEYWORDS-**interview,skills,English,language,learners

## I. INTRODUCTION

Take your time to decide how to answer and be ready to give examples that refer to your past, your training and your previous work experience. But avoid learning sentences by heart – a trick that doesn't have a positive outcome, on the contrary it'll make you sound unnatural. If you don't understand the question, ask the interviewer to repeat it. It won't affect the result.

Simulating the potential interview in English is a useful way to help you practice expressing yourself naturally. If you can, find a friend who can play the role of recruiter and ask you the questions, then give you feedback on your answers. Alternatively, you can record your interview simulation to understand which parts you need to improve.[1,2,3]

Pay careful attention to speed and clarity in your speech. It's important to be perfectly understandable, so speak slowly without letting your nerves take over and accelerating your rhythm, making you sound confused and unclear.

Tell me about yourself

This is probably the most common question used to start a job interview and you'll have to respond giving personal information, details about your career, your skills, and your studies. In this case you can give your answer starting with the following:

- I was born and raised in ...
- I attended the University of ...
- I've just graduated from the University of ...
- I've worked for seven years as a ...
- I've worked for various companies including ...
- I enjoy playing ...[5,7,8]

Why are you interested in this job?

During the interview you'll undoubtedly be asked why you're interested in this particular job or/and working at this particular company – “Why are you interested in this position?” “Why do you want to work for ‘ZZ’?” The answers to these questions should focus on the reasons that pushed to apply for the position. For example, do you want to have a new professional challenge? Do you want a job that can guarantee the chance to grow? You could structure your answers starting with:

- I want to take on more responsibility
- In line with my qualifications ...
- I'm convinced that 'company name' is becoming one of the market leaders

- I'm impressed by the quality of your products

Why should we hire you?

In order to choose the right candidate, your potential employer will want to understand why you are the right person to hire, and therefore could ask you – “Why should we give you the job?”. Of all the 10 questions this is probably the most important one to concentrate on. To get the job you must be able to give a valid answer to convince the interviewer that you are the right choice. Here are some possible answers to help give you an idea of what you can say:

- You should hire me because I'm confident and ....
- I'm a perfect fit for this job because ...
- I should be hired because I'm ...
- I think I'm a great match for this position.

Explain your strengths

Sticking with the theme “Why should we hire you?” you have to reply explaining what your strengths are and how your skills can represent real added value for the company. You could answer using phrases like the ones below, remembering always to contextualize them:

- I've always been a team player
- I believe my strongest trait is my attention to details
- I pay close attention to my customers' needs
- I'm an excellent communicator
- I'm a trouble shooter
- I'm good at problem solving
- I'm good at multitasking
- I'm self-motivated
- I have very good time management skills[9,10,11]

Describe your weaknesses

It can seem counterproductive to describe your weaknesses in an interview, but it's not. Knowing your own limits and being able to describe them in an interview will make you seem honest and trustworthy in the eyes of the interviewer. Use these sentences to help you:

- I always try to solve my own problems instead of asking a colleague who might know the answer
- I become nervous when ...
- Sometimes I have trouble delegating duties to others

## **II. DISCUSSION**

What experience have you had?

You'll be asked questions about your work experience, for example “Tell me about your professional background”. In this case you can start your answers using the following phrases:

- I have four years of experience as a ...
- I've worked in retail for six years and was promoted to manager in my second year
- I studied at the University of XX (if you haven't had any work experience yet you can talk about your studies)
- I worked for XX as a ...[12,13,15]

Where do you see yourself in five years' time?

An employer is usually looking for someone who is ambitious and knows how to find solutions to any problems that may arise. You could therefore be asked – “Where do you see yourself in five years' time?” or “What are your career goals?” or “What would you do in your first three or four months here?” or “What would your first 30 days in this job look like?” The answers will be personal, but you can find inspiration from these sentences as a start:

- I'm aiming to improve my skills as a ...
- I want to boost my career
- I believe your company is an important player in its industry
- I feel my skills set is a perfect fit for your team and I can contribute by ...

What do you know about our company?

By asking this question, the interviewer wants to understand how interested you are in working for the company, testing the level of information you've collected before applying. The answers don't have to be limited to repeating what's written on their website, but they should demonstrate something more. For example, find out who the main competitors are, or what their marketing strategies are, or something regarding their corporate culture. Here are some useful phrases:

- Your company has proven to be ...
- The company is famous for ...

What salary do you expect to earn?

Even questions related to your salary will be part of the conversation – “How much do you expect to earn?” – and they'll definitely represent a point on which you'll want to have more information. The sentences that can help you are:

- I'll need information about the job responsibilities before we can discuss the salary
- I'm sure that your company offers a fair, competitive salary for someone with my experience
- My salary expectations are in line with my qualifications and education

Is there anything else you'd like to discuss?

At a certain point the interviewer might ask if you have any questions or if you need more information – “Is there anything else you'd like to discuss?”. Don't simply say 'no' because you might give the impression of being superficial and uninterested. On the contrary, prepare some questions, for example:

- How soon do you expect to make a decision?
- Do you have a training and development program?[17,18,19]

### **III. RESULTS**

Most job interviews take place in English, particularly in the private sector, multinational organisations, and well-known large corporations. For jobs in the central and state governments, interviews are held in Hindi and other regional languages. However, interviewers frequently ask a few questions in English as well. Between learning English, knowing it practically, and being able to communicate effectively in English, there is a big gap.

Your ability to communicate in English is tested during a job interview. You won't have a chance to land that ideal job unless you have strong English communication skills. The only option is to get better at communicating in English for interviews. Enrol in our online professional English speaking course to master English to prepare for job interviews.

English is a widely spoken language in professional life. If you think you are not so good at spoken English, this is the right blog for you. Here, you will learn 10 easy ways to improve your English communication skills for cracking your job interviews.

Spoken English important for interviews

You can travel everywhere in the world using English. Besides all the monuments and railroads, the British left a legacy of English and modernised India. After seven decades, English has become even more important.

The majority of people in India have some level of bilingualism. It takes just as much effort to excel in the language.

Professional English that is free of regional slang, jargon, and strong language is used during interviews. Additionally, it requires a superior mastery of grammar and vocabulary. To get that expertise, you must enrol in one of the best English speaking courses.[20,21,22]

Despite how insignificant they may seem, these details are quite important. All of these things reveal a lot about a person. Therefore, they are quite important, especially for individuals who wish to fulfil their potential and change the world.



Crack your interviews with spoken English

The list of the top 10 methods for improving your English speaking skills has been described for your convenience. Make the most of these suggestions to improve your English. You may crack any interview by regularly using these techniques. You can also take a professional English speaking course where you will be guided through interview preparation.

**Set a target**

To begin anything, it is important to know where you stand or what your level is. Then only you can set a goal to improve your skills. If you are reading this blog right now, it means your English is better than most people's. However, there is always a need for improvement to achieve that fluency level.

Therefore, get your pen and paper ready and make a list of all the goals you wish to achieve by a certain date. You can track your progress in this way to get where you want to go.

**Make it a habit to read.**

The most crucial aspect of learning any language is the habit of reading, which is by far the most neglected. You should read anything that comes your way in English, too, of course. All successful people are passionate readers. Read a few pages every day and gradually it will become your habit. The best English speaking courses online will help you improve your reading skills.

**Build your confidence**

You might have seen many people in your area that are quite knowledgeable and skilled. However, they are unable to express it because of their low self-confidence. The truth is that while gaining confidence can be challenging for some, it can be easy for others. However, keep in mind that confidence is a learned quality. If you have the right information, becoming confident in yourself is not difficult to learn.

**Try to converse in English as much as possible[23,25,27]**

If you don't start speaking English regularly, you won't learn it. Most online English classes today start preparing students while they are young. Converse in English with native speakers to improve your fluency and confidence. You can also communicate with your online teacher of a professional English speaking course.

Discuss popular topics in English, such as politics, general issues, international affairs, etc., to learn new vocabulary and develop a greater understanding.

**Enhance your vocabulary**

You don't need to use complex words to deliver a flawless interview. However, you can't ignore the reality that every word expresses a different emotion, making it "important" to use the appropriate term when necessary. How do you manage it? through an excellent vocabulary.

Vocabulary is often preferred for competitive exams, but it is also important for job interviews. A good vocabulary reflects a better image of you.

**Improve your listening skills**

A good listener becomes a better listener. It is important to listen as well as to be heard. In an interview, you have to listen to the interviewer's questions and understand them to give an effective answer in English. To improve your listening skills, you can listen to podcasts, audiobooks, English news, series, and movies.

Practice answers to some common interview questions

There are some common questions that are asked during an interview. You can prepare answers to these questions. If you give your answers smoothly and without hesitation, the interviewer will highly appreciate you. As a result, your chance of selection will increase.

Overcome your weaknesses

You are most likely to identify your weaknesses as you try new things. Keep in mind that if you focus on your weaknesses properly, they can become your strengths. Analyse areas of your weakness and try to overcome them. Don't run from your problem. [28,29,30]

Some people become insecure in front of intelligent people they perceive to be superior. Our best English speaking course will help you overcome all your weaknesses in English by using helpful techniques with proper guidance.

Practice English writing

Writing is equally important, just as speaking and listening. Some people struggle with writing down their thoughts. Sharing your articles on social media is not required. Start with small paragraphs and, once you feel confident, write about different topics of your choice.

Keep practising

If you don't follow these tips and make use of them, the points mentioned above will be useless. Therefore, use your knowledge and practise regularly. This is the way most people learn English, and you can master it too. Prepare yourself for the interview and become an effective speaker. That is the best way to improve your spoken and professional English.

#### **IV. CONCLUSION**

A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired.<sup>[1]</sup> Interviews are one of the most common methods of employee selection.<sup>[1]</sup> Interviews vary in the extent to which the questions are structured, from an unstructured and informal conversation to a structured interview in which an applicant is asked a predetermined list of questions in a specified order;<sup>[1]</sup> structured interviews are usually more accurate predictors of which applicants will make suitable employees, according to research studies.<sup>[2]</sup>

A job interview typically precedes the hiring decision. The interview is usually preceded by the evaluation of submitted résumés from interested candidates, possibly by examining job applications or reading many resumes. Next, after this screening, a small number of candidates for interviews is selected.

Potential job interview opportunities also include networking events and career fairs. The job interview is considered one of the most useful tools for evaluating potential employees.<sup>[3]</sup> It also demands significant resources from the employer, yet has been demonstrated to be notoriously unreliable in identifying the optimal person for the job.<sup>[3]</sup> An interview also allows the candidate to assess the corporate culture and the job requirements.[31,32,33]

Multiple rounds of job interviews and/or other candidate selection methods may be used where there are many candidates or the job is particularly challenging or desirable. Earlier rounds sometimes called 'screening interviews' may involve less staff from the employers and will typically be much shorter and less in-depth. An increasingly common initial interview approach is the telephone interview. This is especially common when the candidates do not live near the employer and has the advantage of keeping costs low for both sides. Since 2003, interviews have been held through video conferencing software, such as Skype.<sup>[4]</sup> Once all candidates have been interviewed, the employer typically selects the most desirable candidate(s) and begins the negotiation of a job offer.[35,37,38]

For all this English communication is essential.

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