

Here comes the job interview!

Have a look in your diary. Are you having a job interview in English soon? If so, it is worth preparing for it. Keep calm and read on.

Think of the senses of your audience

- The first impression counts. Unless you are applying for a position of a company clown, behave in a confident, respectful and believable way that is not far from your nature.
- Be gentle with their ears. Relax and find a clear and pleasant tone.
- Balance your eye contact with everyone present.
- Stay positive. If your interest in the job is true, show it and let them know your attitude. Your determination will impress them.
- Never put hands in your pockets, point with your fingers, or do anything offensive.
- Wear comfortable clothes. Compromise between a dress code and your favourites.
- Know the setting. If you are lucky, you will get a one-to-one format with a kind and communicative native speaker.
- English first. Natives will appreciate your English and prefer communication skills and a fluent and balanced conversation presenting facts as well as your command of English.
- Be punctual. Nothing can compensate for your late arrival.

Structure your presentation well whatever logic there is

- Brainstorm to imagine questions they might ask and rehearse replies combining the language, body and face, and gestures.
- Use your favourites in preparation. Employ notes, outlines, diagrams, bubbles to identify the relevant information.
- Introduce yourself concisely and leave space for possible questions.
- Show them you have a plan. Tell them what comes first, next, and finally. Signalling phrases throughout the interview will make your listeners comfortable.
- Resist the temptation to give much information, do not overwhelm, too much language may bring misunderstanding, make sure they follow and pause to let them ask questions.
- Be ready to comment on company policies. This is what they expect you to do but no matter what you think, add enough justification.
- Bring your notes. Once you get distracted, notes will bring you back on the track.

Use only the language that works for your purposes

- It is not a language examination. Unless there is a language expert, prefer fluency to accuracy. Do not worry, Czech interviewers speaking English do the same mistakes.
- Be careful about new dictionary entries because you might not be familiar with their usage enough to apply them correctly in suitable contexts.
- Season your current vocabulary range with specific expressions not to surprise your audience but to let them know you are in. "Problem" is not in your dictionary.
- Functions that work wonders are focusing and stressing - find structures that help you highlight the right information and communicate your ideas clearly.
- Do not get too personal. Be careful not to boast or touch personal topics as interviewers are people of diverse life stories and nobody wishes for bringing back bad memories.
- Keep your language as simple as possible. Use the language you get free in questions and just add your information.
- Express your opinions clearly using a variety of starts, not just "I think".
- Give complete answers. Always include an opinion, a reason, and an example.
- Use linkers for higher coherence. Even simple linking words add natural coherence, which makes the whole enjoyable to listen to.
- Avoid repetition. Going over the same information again is simply boring.
- Do not worry about the terminology because this is what you acquire when you start on the new position.

If you really really want to fight for the job, or for anything in your life to prove yourself, and if you forget all good advice, there is one rule - do your best in preparation and then calm down. Fingers crossed!

One source is not enough - you can find materials available everywhere. E.g. at [my website](#).