

Handout 4: Job Interviews

Complete the dialogue below with the questions.

What's your job like? / What are your responsibilities? / What qualifications do you need? / What skills do you need? / What do you do?

A: 1. _____

B: I work as a bank teller.

A: 2. _____

B: I'm responsible for serving customers in a bank. For example, answering questions and exchanging money.

A: 3. _____

B: For this job, you only need a high school diploma. You don't need a college degree.

A: 4. _____

B: You need to be good at counting money and you must be friendly because you work with customers.

A: 5. _____

B: My job is not very well-paid, and it's sometimes a little boring, but it's secure.

Match the columns to complete the phrases.

1. I work as a	a. a teaching certificate/an MBA/a college degree
2. I'm responsible for	b. firefighter/policeman/architect/doctor
3. You need to be good at	c. helping patients / interviewing workers / giving presentations / serving drinks
4. For this job,	d. speaking in public/working with your hands/using a computer

Interview each other describing your skills and past jobs in addition to asking and answering questions. Use the questions (change to past simple where necessary) and phrases above in addition to your own ideas.