



Job Interview Phrases

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A job **interview** is a meeting between a person and a company. The company wants to find the right person for a job. During the interview, a manager or boss asks you questions. You must answer clearly and honestly. It is a very important meeting, so you need to be ready.

Before the interview, many people feel **nervous**. This is normal. To feel better, you can practice your answers at home with a friend. You can also learn some common phrases. For example, "Thank you for this opportunity" is a great phrase to say at the very start.

During the interview, always be **polite**. Smile, listen carefully, and say "please" and "thank you." Use phrases like "I am very interested in this job" or "I enjoy working with others." These phrases show that you are kind and professional, and they make a good impression.

The interviewer will often ask about your **skills**. Skills are the things you can do well. You can say, "I am good at teamwork" or "I learn new things quickly." Always give short examples from school or past work to help the interviewer understand you better.

At the end of the interview, feel **confident** and smile. You can say, "Thank you for your time. I hope to hear from you soon." Then send a short thank-you message to the company. These small steps show that you are polite and serious about the job.

A. Vocabulary

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|----------------------|--|
| 1. interview ____ | a. feeling sure about yourself and your abilities |
| 2. nervous ____ | b. get ready for something important before it happens |
| 3. polite ____ | c. acting in a serious and respectful way at work |
| 4. skills ____ | d. working together with other people to finish a task |
| 5. confident ____ | e. meeting where a manager asks questions to find the right person for a job |
| 6. opportunity ____ | f. feeling worried or scared before something important |
| 7. professional ____ | g. speaking and acting in a kind and respectful way |
| 8. impression ____ | h. things you can do well, like teamwork or speaking |
| 9. prepare ____ | i. chance to do something good or important |
| 10. teamwork ____ | j. feeling or idea someone gets about you when they meet you |

B. True or False

- | | |
|---|---|
| ___ 1. A job interview is a meeting between a person and a company. | ___ 2. During an interview, a manager asks you questions. |
| ___ 3. It is normal to feel very relaxed and calm before a job interview. | ___ 4. You can practice your interview answers at home with a friend. |
| ___ 5. You should never say 'thank you' during a job interview. | ___ 6. Being polite during an interview helps make a good impression. |

- ___ 7. You should never talk about your skills in a job interview.
- ___ 8. You can say 'I am good at teamwork' to describe your skills.
- ___ 9. After the interview, you should not contact the company again.
- ___ 10. Sending a thank-you message after the interview shows you are serious about the job.

C. Fill in the Blanks

Word Bank: interview, nervous, polite, skills, confident, opportunity, prepare, teamwork

1. A job _____ is a meeting where a manager asks you questions.
2. Many people feel _____ before an important meeting.
3. During the interview, always be _____ and say 'please' and 'thank you.'
4. The manager may ask about your _____, like speaking or problem-solving.
5. At the end, feel _____ and say 'Thank you for your time.'



D. Comprehension Questions

1. Why do many people feel nervous before a job interview?
2. What phrases can you use to talk about your skills in an interview?
3. What should you do after the interview to show you are polite and serious?

E. Discussion Questions

1. Have you ever had a job interview or practiced for one? How did you feel?
2. What skills do you think are most important to talk about in a job interview?



Answer Key

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A. Vocabulary: 1-e, 2-f, 3-g, 4-h, 5-a, 6-i, 7-c, 8-j, 9-b, 10-d

B. True/False: 1-T, 2-T, 3-F, 4-T, 5-F, 6-T, 7-F, 8-T, 9-F, 10-T

C. Fill Blanks: 1-interview, 2-nervous, 3-polite, 4-skills, 5-confident

D. Comprehension:

1. People feel nervous because a job interview is an important meeting and they want to do well.
2. You can say 'I am good at teamwork' or 'I learn new things quickly.'
3. After the interview, you should send a short thank-you message to the company.

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