



Handling job interviews in English

Introduction

As with any interview, being prepared is critically important – even more so when you're entire career path is at stake. Having a few useful phrases ready will give you time to consider the actual point of the discussion, rather than worrying about how to phrase it.



Responding to a question...

- What I'd say about that is...
- Something I remember is...
- What springs to mind is...
- If I were ... , I would...

... and giving your opinion

Tentative

- Well, it seems to me that...
- I would say that...
- As far as I'm able to judge...
- I think it would be fair to say that...

Neutral

- I think that...
- To my mind...
- In my view...

Buying time to think about a question

- That's an interesting question...
- Just give me a second to think that over...

Making a point

- There are two points I would like to make. First, ...

Commenting

- I wonder if I could comment on that.
- I'd like to add something, if I may.
- I've noticed from your website that...



Coming back to an earlier question

- As I was saying earlier...
- Coming back to what I was saying earlier about...
- This question leads me back to...
- You mentioned that...

Clarifying

- Basically what I'm trying to say is...
- What I was trying to say was...
- What I mean is...

Asking for clarification or confirmation

- I'm afraid I'm not quite clear about what you mean by...
- I'm sorry, I didn't quite follow what you said about...
- If I've understood you correctly, you're asking...
- When you say X, do you mean..?

Asking for repetition

- I'm sorry, I didn't quite catch that. Would you mind repeating the question.
- I'm afraid I didn't quite get your last question. Would you mind repeating it?



Correcting misunderstandings

- Perhaps I haven't made myself clear. Basically what I'm trying to say is...
- Sorry, I'm probably not making myself clear. Let me put it another way.
- That isn't quite what I meant...

Introducing a question

- Could I just ask...
- Could you possibly tell me...
- Would you mind describing...
- I wonder if you'd mind explaining...
- I was wondering in what way...
- I'd be very interested to hear...
- I'm keen to understand...
- To what extent...

Thanking

- Thanks for inviting me/giving me this opportunity etc
- Thank you very much. I enjoyed our discussion.

If you genuinely think your English is not as strong as it should be, you could try a key phrase such as "My English is a little rusty at the moment, as I haven't used it in a while" to reassure the interviewer that it's not such a big issue. Just don't overdo it, as they might think you lack confidence!

And remember, the more you use, read and listen to English, the wider and more sophisticated your vocabulary will become. Search the net for articles, websites and videos that relate to the specific role or sector you are preparing to interview for. Good preparation always pays!



We hope you found this informative guide useful. For more information on ways that we can help you with your business and general English, feel free to contact us at: akiko@londonschool.com



You can also find a range of useful tips and information on our language blog and social media



Thank you for reading!

The London School of English team.