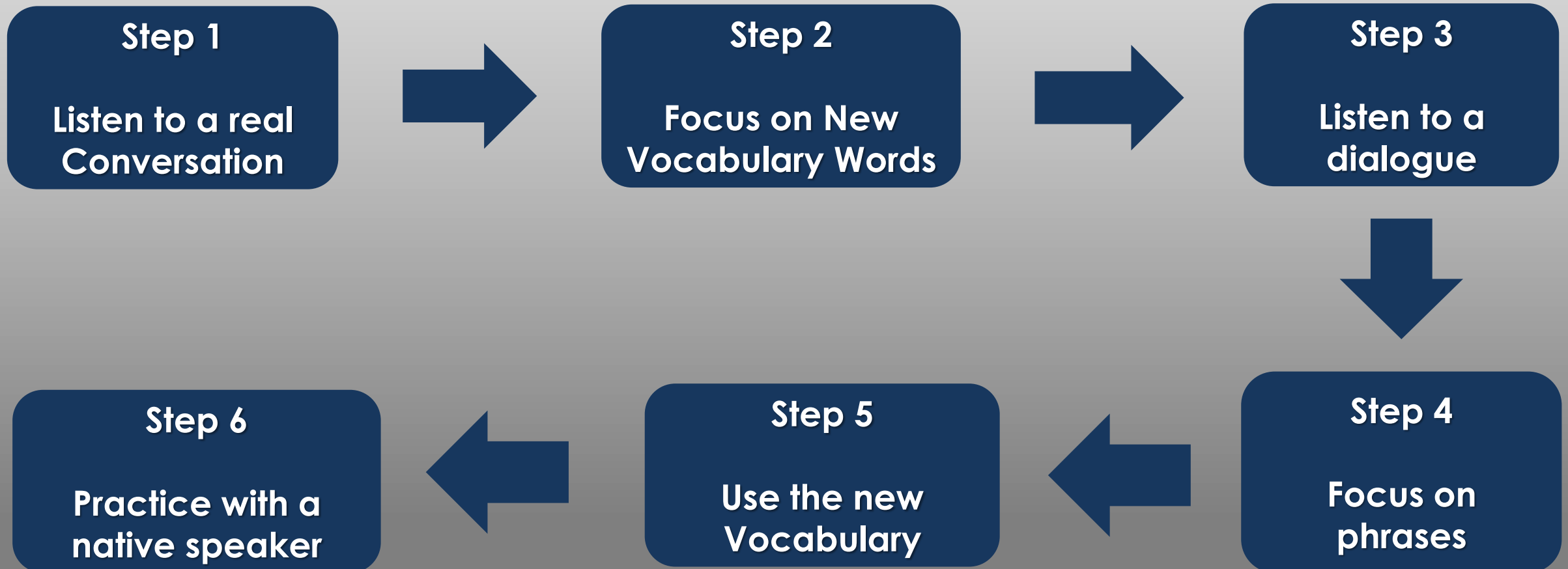




How to Win the Job in an American Interview

A Vocabulary Lesson

Our Method



Step 1: Tips from an American Interviewer



Please open Audio
Step 1-Tips from an
American
Interviewer



In this conversation you will get real advice on how to impress a hiring professional and how to win the job!

Please open Transcript Step 1-Tips from an American Interviewer

Step 2: Focus on New Vocabulary Words

To bring up

Flip side

**To leave
something
out**

**To spin
something**

Up front

**To connect
the dots**

To fit in

To bring up

Phrasal verb

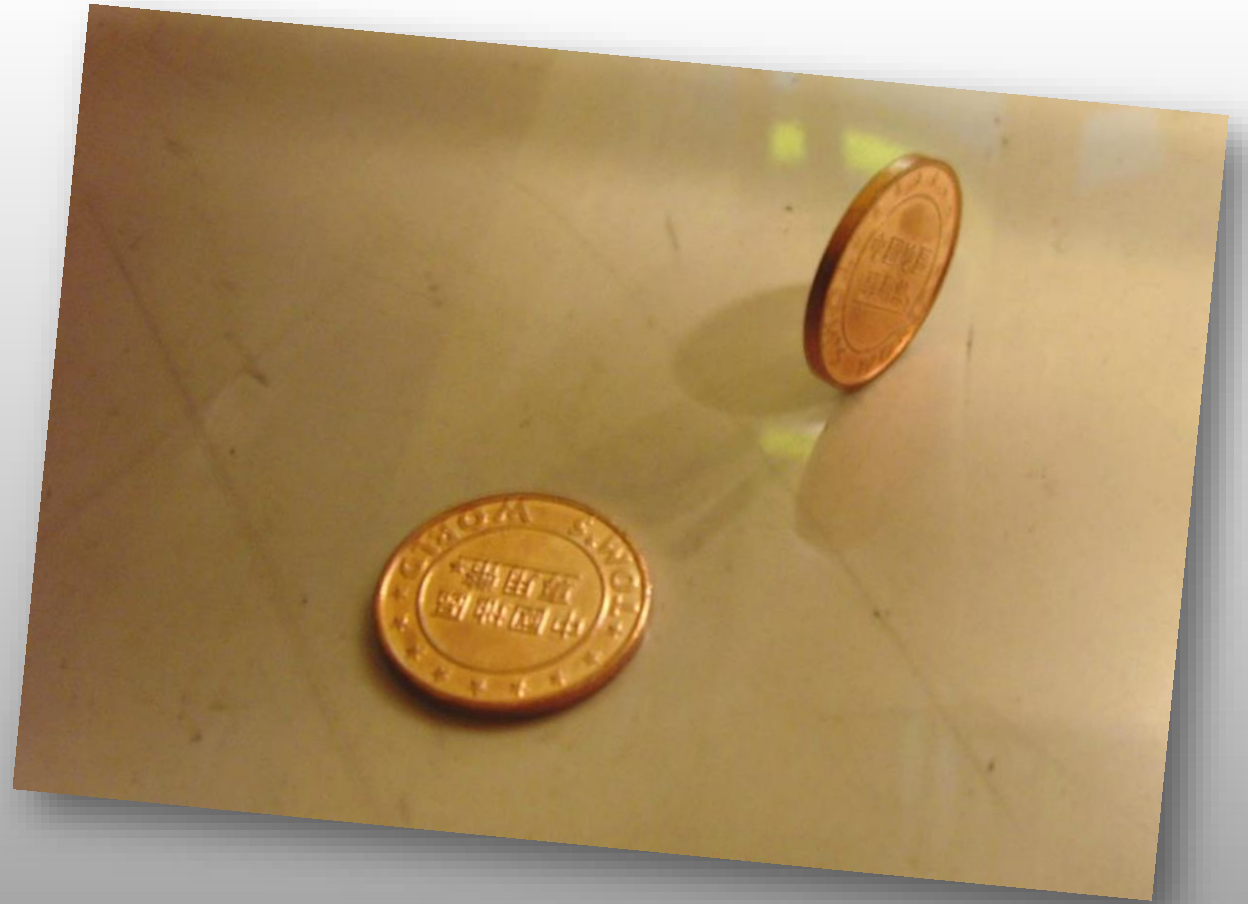


Meaning: To raise a topic, to introduce an idea into a conversation

I forgot to bring up my summer internship in Tokyo.

The flip side

Expression



Meaning: The opposite, reverse side or aspect of an issue

If you looked at the flip side of my weakness it could become a strength.

**To leave
something out**

Phrasal verb



Meaning: To not include a point or an idea in a conversation

I left out the fact that I have an advanced degree in electronics.

To spin
something
-
to put a spin
on something

verb



Meaning: To twist a report or story to one's advantage

I put a spin on my weakness and presented it as a strength.

Up front

Adverb



Meaning: At the beginning, initially

You need to introduce your strengths up front and make them very clear.

**To connect
the dots**

Idiom



**Meaning: To make the relationship clear between different ideas
or experiences**

***My skills and knowledge weren't clear initially, but I tried to connect
the dots for the interviewer.***

To fit in

verb



Meaning: To belong within a specific group or organization

I think that I would really fit in at this company.

Step 3: How Was the Interview?

A woman just finished an interview at a publishing company and she runs into her friend who already works at the company.

Listen to their conversation.

Please open “Audio Steps 3 and 4: How Was the Interview?”



Step 4: Focus on Vocabulary Phrases



Now let's learn the vocabulary in context!

Please open the file "Transcript Steps 3 and 4-How Was the Interview?"

Bonus! Say It Another Way

Don't keep repeating the same phrases again and again!

Learn how to say the vocabulary phrases in a different way!



Please open the file “Say It Another Way”

Step 5: Use the New Vocabulary

To bring up

Flip side

To connect the dots

Up front

To leave something out

To fit in

To spin something

- 1) If you have any gaps on your resume, you should ____ them ____ right away.
- 2) It's important to be ____ about your past work experiences.
- 3) If the interviewer doesn't see the connection between your positions in the past you need to ____ for him or her.
- 4) If you emphasize the ____ of a weakness it could be seen as a strength.
- 5) If you have a unique skill that would be an asset to the company, don't ____ it ____ when you name your strengths.
- 6) Tell the interviewer why you would ____ with the people who work there.
- 7) You can ____ a negative experience into a positive one by emphasizing what you learned.

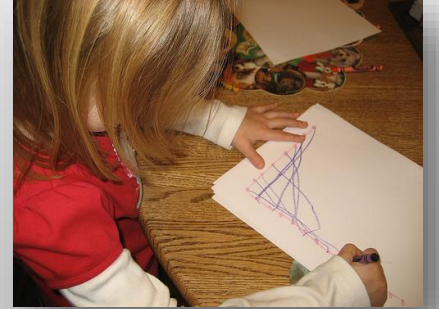
** Please find answers on credits page*

Prepare Your Vocabulary Cards



To connect
the dots

To spin
something



To leave
something
out



To bring up

flip side



Up front



To fit in



Step 6: Practice with a Native Speaker

- What are the most important work experiences or professional strengths that you want to **bring up** in your next job interview?
- What is your **weakness**? What would be the **flip side** of that weakness? How could it be considered a strength? How could you **spin it** to make it clear that it could be a strength?
- In your home country, what are the rules regarding **leaving out** your personal life, marital status, etc. during the interview?
- What challenges have you had in your work life? Do you think it's important to address those professional challenges that you have had **up front** in the interview? What would be the benefits of doing that as opposed to avoiding them.

Step 6: Practice with Native Continued...

- What positions have you had in your career so far? Would it be easy for an interviewer to **connect the dots** between the positions? Is there a clear progression in terms of skill building and leadership?
- Do you have any gaps on your resume? How would you explain those gaps?
- Do you feel that you **fit in** well at your current workplace? If you could change to a new workplace what kind of colleagues would you fit in well with?
- What are the typical norms in an interview in your home country? How do you think they are different from interviews in the United States?

Step 6 Continued...

Interview role play questions:

- Tell me about yourself....
- What are your weaknesses?
- Why do you want to work for this company? What do you know about this company?
- Where do you see yourself in 5-10 years?
- What would your previous colleagues say about you?
- What have you done to further your knowledge or experience outside of the workplace?
(professional development)

Step 6 Continued...

Interview role play questions:

- Why should we hire you?
- Give me an example of a time when you took on a leadership role at work. Please explain the project and your challenges.
- Why did you leave your last job?
- Tell me about a time when you had to deal with a difficult customer. What happened? How did you resolve the situation?
- If I spoke with your previous employer, what areas would he or she say that you need improvement?
- What are the first four things that you would do if you got this position?

Credits

- 1) Bring up: <http://www.flickr.com/photos/hectoralejandro/4398676543/>
- 2) Flip side: <http://www.flickr.com/photos/msittig/2174851643/>
- 3) Leave that out: <http://www.flickr.com/photos/alancleaver/4439276478/>
- 4) To spin something: <http://www.flickr.com/photos/47662183@N04/4429658871/>
- 5) American flag: <http://www.flickr.com/photos/mrsdkrebs/>
- 6) Interview scene, 2 people: <http://www.flickr.com/photos/gangplankhq/>
- 7) Up front, front runner: <http://www.flickr.com/photos/78428166@N00/>
- 8) Connect the dots: <http://www.flickr.com/photos/mrsdkrebs/>
- 9) Fit in : http://www.flickr.com/photos/adam_jones/
- 10) Step 3- hallway chat: <http://www.flickr.com/photos/usfbps/>
- 11) Interview step 4: <http://www.flickr.com/photos/usfbps/>
- 12) Bonus, say it another way: <http://www.flickr.com/photos/21218849@N03/>

Answers for Step 5

- 1) Bring them up
- 2) Up front
- 3) Connect the dots
- 4) Flip side
- 5) Leave it out
- 6) Fit in
- 7) spin