

How to conduct an ideal interview conversation?

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Having read up and brushed up on all the other aspects of preparing for an interview, it's time to pump in some adrenaline in your [English communication skills](#). Keep yourself well-versed with the choice of words you're going to splutter out as words play a crucial role in a situation as such. There is a particular set of job-related vocabulary that could score you high marks on the communication front.



Below we are going to discuss some of the common questions asked with the appropriate answers. Read on:

Interviewer: Tell me about yourself.

Candidate: I was born and raised in Mumbai. Completed my schooling from St. Lawrence High school and received my degree honours in Economics from Leeds University in Yorkshire, United Kingdom. I have worked for 5 years since as a financial consultant in Mumbai for two companies, Infosys and Reliance. My hobbies involve playing tennis and acquiring the taste for different cuisines.



Tip: This question is asked to gauge your personality, upbringing and for learning a light bit about your background. Don't get too involved and emphasize for long on one particular aspect. Depending on how you answer this question, the interviewer will ask you the next. Remember: Work-related information and understanding your [English speaking fluency](#) is the central focus of this question.

Interviewer: What type of position are you looking for?

Candidate (option #1): I'm interested in an entry-level position.

Candidate (option #2): I'm looking for a position streamlined with a growth in my past experience.

Candidate (option #3): I would like a position for which you think I would qualify.

Tip: You should be willing to give your employer a little say in the position he/she thinks you are apt for. Of course, not comprising your expectation. Remember: Make sure to polish your [spoken English skills](#) to the optimum to not let your interview drop at any level.

Interviewer: Are you interested in a full-time or part-time position?

pattern. Maintain a tone in the voice and keep a check on the casual lingo.

Remember: The English language could get tricky at such intense times, make sure to use it to your advantage.

Interviewer: Tell me about the responsibilities you carried out at your previous job?

Candidate: My expertise lies in advising my clients on financial matters. My job profile involved completing my client's customer inquiry forms, cataloguing the information in our database, collaborating with my fellow team members to prepare the best-customized package for every client, and finally presenting my clients with a summarized report on their financial activities formulated by me on a quarterly basis.



Tip: Notice the level of detail, which is a requisite for such a question. Speaking too generally would show your casual behaviour towards the work you've pursued. The employer wants to know exactly what you've done.

Remember: [Speak in English fluently](#) and add a sophisticated panache to your language.

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- By Chander Madan

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