

Theme of Business Communication	Suggested Questions	Suggested Answers
Describing Yourself	Can you describe your educational background?	<p><i>I was born and raised in ...</i></p> <p><i>I attended the University of ...</i></p> <p><i>I've just graduated from the University of ...</i></p> <p><i>I majored in ...</i></p> <p><i>I enrolled for a ... degree in ...</i></p> <p><i>I'm an individual with a solid ... educational background</i></p> <p><i>I have worked for 5 years as a ...</i></p> <p><i>I have worked for various companies including ...</i></p>
Occupation	<p>what do you do?</p> <p>what do you do for a living?</p> <p>what sort of work do you do?</p> <p>what line of work are you in?</p>	<p><i>I'm a.../ I work as a ...</i></p> <p>Teacher/ journalist/ programmer...</p>
Career Status	who do you work for?	<p><i>I work for/in .../ I'm a partner in.../ I've just started at...</i></p> <p>a publishers/ an investment bank/ the council/ a law firm/ an accountancy practice/ PR (public relations)/ an estate agents/ Workpoint TV/ Apple Inc...</p> <p>I'm self-employed</p> <p>I have my own business</p> <p>I'm training to be ...</p> <p>I'm a trainee ...</p> <p>I'm on a course at the moment</p> <p>I'm on work experience</p> <p>I'm doing an internship</p>
Job position	What type of position you are	<i>I'm looking for a position in ...</i>

	looking for?	<p><i>I'm interested in an ...</i></p> <p><i>I am more interested in a full-time position.</i></p> <p><i>I am more interested in a part-time position.</i></p>
Personal Profile	Describing Your Profile	<p><i>I perform well under pressure.</i></p> <p><i>I developed some important skills.</i></p> <p><i>I'm used to working in a busy environment.</i></p> <p><i>I have very good people skills.</i></p> <p><i>I'm a very organized person.</i></p> <p><i>I manage my time well by planning out ...</i></p> <p><i>I'm good at dealing with change.</i></p> <p><i>I work well under pressure.</i></p>
Describing Strengths	Talking about Your Strengths	<p><i>I've always been a great team player.</i></p> <p><i>I believe my strongest trait is my attention to detail.</i></p> <p><i>I realized my strength is accomplishing a large amount of work within a short period of time.</i></p> <p><i>I pay close attention to my customer's needs.</i></p> <p><i>I am an excellent communicator.</i></p> <p><i>I am a trouble shooter.</i></p> <p><i>I'm good at multitasking.</i></p> <p><i>I'm good at resolving problem situations.</i></p> <p><i>I'm self-motivated.</i></p> <p><i>I have very good organizational and time management skills.</i></p>

Describing Weaknesses	Talking about Your Weaknesses	<p><i>I feel my English ability is my weakest trait.</i></p> <p><i>I always try to solve my own problems instead of asking a co-worker who might know the answer.</i></p> <p><i>I am overzealous (work too hard).</i></p> <p><i>I become nervous when ....</i></p> <p><i>I tend to spend too much time making sure the customer is satisfied.</i></p> <p><i>Sometimes I have trouble delegating duties to others.</i></p>
Explaining Job Demands	Why do you want this job?	<p><i>I want to take on more responsibility.</i></p> <p><i>In line with my qualifications.</i></p> <p><i>I am convinced that /the name of the firm/ are becoming one of the market leaders.</i></p> <p><i>I want to further my career in accounting.</i></p> <p><i>I am impressed by the quality of your products.</i></p>
Explaining expected qualification	Why should our company hire you?	<p><i>You should hire me because I'm confident and ...</i></p> <p><i>There are two reasons I should be hired. First, ...</i></p> <p><i>I'm a perfect fit for this job because ...</i></p> <p><i>I should be hired because I'm ...</i></p> <p><i>I think I am a great match for this position.</i></p>
Explaining language skills	talking about language skills	<p><i>I've been speaking French for the last ... years.</i></p> <p><i>I have effective communication skills in German – both verbally and in writing.</i></p>

		<p><i>I've been working in an French speaking environment for the last ... years.</i></p> <p><i>My English is competent for this industry.</i></p>
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