

# English Communication skills

In last two lectures, We have discussed How to introduce yourself in Second Language (English).

This is your lecture **No.7**

In this lecture we will discuss the points to remember before you attend an interview.

First of all

Assume, <sup>meaning</sup> (Suppose) (فرض کرنا)

→ Now you are sitting in front of the HR manager.

Imagine yourself in front of an (interviewer)

The one who is going to take your interview.

→ Take the start to attend this question and tell the real answer.

The examples of the following questions already discussed in previous lectures. Now you have to create your



own according to your personal data.  
Here i am going to answer few  
question for better understanding of yours.

### Some Usual questions:-

Q → Your Name and Place (where are you living)  
- نام و مکان

A → I am Maria Rafiq. I live in  
hostel. I am from Sadiqabad.

Q → Your Current educational status. Question End.  
(PG → Postgraduation  
UG → Undergraduation)

With the Name of the institution ( نام )

And Percentage / Marks / CGPA. ) For your Understanding

A → I Completed my postgraduation (M.Phil)  
in English Linguistics with CGPA 3.61  
from The Islamia University of Bahawalpur.

Q. Your Plus Two and Tenth (Place where  
you studied), (from where you did your early Education)  
and Percentage.

Note :- Your Matriculation, Intermediate, Graduation  
9th, 10th 1st and 2nd year 3rd 4th and

Pg (3)  
Lesson No 7

Now you are supposed to answer question No. 3 with respect to the given instructions.

Here we are going to answer and discuss question No. 4 which is given below:-

4- Your Co-Curricular activities (related to your subject).

Examples of Co-Curricular activities might include debates and Writing Competitions, School Newspapers or Magazines.

You can take help from these examples and use them as your ext Co-Curricular activity in your answer - Develop your answer according to your experience and you can also answer the question by using internet resource.

A, will be done by student.



(4)

5. Your extra-Curricular activity  
(apart from regular class hours)  
(Not related to the studies).

The activities may includes playing  
different games/sports, reading, Writing  
and listening etc.

games/sports :- Table Tennis, Football  
mobile apps, wordplay etc.

reading :- Novels, Journals, Scientific  
reaches etc.

Writing :- Articles, Stories etc.

Listening :- Music, News etc.

A, Use these examples and create  
answer.

6 Awards / Trophies / distinctions won by  
you for academic excellence if any

If you won any trophy, medal or  
prize for good results and positions  
in your school / college / university you  
can briefly answer this question otherwise skip.

(5)

6.A → I have won several trophies for my performance and in studies during my high school education, also as a part of the team I played for.

7.Q → Reason for choosing the discipline in your education.

Why you choose to learn Statistics

A →

I choose statistics not only because there is a wide range of job types and prospects for Maths and Statistics graduates but, Wall Street Journal article reports that 'mathematician' and 'Statistician' are both rated in the top three jobs in the world.

In this answer only one side is discussed which is job - You can add or create your information related to your interest or motivation.



Pg

(6)

8 Q → Your Interest and hobbies.

Interest → what you do for your Enjoyment.

Hobbies → What you do for your entertainment relaxation.

→ Try to create your own answers.

9 Q Family particulars (Father, mother, Sisters Spouse, children)

Partner husband wife

→ Answer only if asked (Details of family).  
If you are asked to tell them about your family, then say about your family members. Otherwise, there is no need.

(S, G, I) → We are family members in our family.

→ My father is a businessman.

→ My mother is a government servant.

→ Try to answer in your own words.  
You can take help from these tips.



Q<sup>10</sup> → Employment history and reasons for leaving each employment.

You can only answer this question if you have any employment history. Otherwise you can skip this question.

You may answer like this,

Ans<sup>10</sup> → I had been with the organization for a number of years and wanted to experience a new environment to continue growing.

11 → Achievements in Employment.

In this question <sup>each</sup> you answer about the goals or targets which you have achieved in your employment history.

Ans<sup>11</sup> → I directed 25 events per year, including complex public events with more than 20,000 attendees.

Create your own answer.

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## 12. Reason for quitting employment.

Why you resigned your previous job.  
Why you left your previous job.

Ans 12  
→

I quit my previous job, because  
I want to change my career.

Note:-

Original PDF is attached  
These notes (hand written) are for  
your complete understanding if  
there is any confusion you can share  
with me.

All these questions are for your practice  
to communicate in English. Answer these  
questions individually and practice  
with your friends and family member  
or you can also do this by standing  
in front of the mirror and talking  
with yourself.