

JOB INTERVIEWS

Your experience. Your voice. Your next move.

Inglês para entrevistas - do preparo à conversa.



PREPARE / BUILD YOUR ANSWERS / REHEARSE

Real examples. Better questions. Practical speaking.

A2 SUPPORT / B1-B2 CORE / B2-C1 STRETCH

Teacher Fabio / Premium workbook edition / 2026

EXPLORE THE GUIDE >

48 pages / print + fill in

START HERE

Your experience. Your voice.

A practical English guide for Brazilian candidates.

COMMUNICATIVE GOAL

Explain your value, support it with real examples and take part in an English job interview with confidence.

YOUR LEVEL	YOUR ROUTE
A2 support	Start with the short models on pp. 7, 11 and 21. Use the Portuguese tasks.
B1-B2 core	Build your answers, complete the worksheets and try the mock interviews.
B2-C1 stretch	Add decisions, trade-offs and evidence. Practise the follow-up questions.

CHOOSE YOUR PREPARATION WINDOW

Interview tomorrow? Use pp. 4, 7, 11, 24, 26 and 45. Prepare an introduction, three stories and three questions.

One week? Follow the nine-minute plan on p. 42. Add practice time when needed.

READ > NOTICE > PERSONALISE > SAY IT ALOUD

Read a model. Find its structure. Replace the details with your own. Answer again without reading.

All candidate stories, results and dialogues are fictional teaching examples. Use only facts you can explain. A2 support helps you practise; the role may require a higher English level.

Printable + fillable: type in the pale worksheet fields using a compatible PDF reader. You can also write by hand.

YOUR MAP

Find what you need.

Interactive contents: click a line. Use the footer to return here.

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01 / PREPARE

Read the role. Find the match.

Start with what this job needs - then choose your evidence.

Save the job description. Highlight the main responsibilities, essential skills and working arrangements. Check company information through its own website and the recruiter. [1]

FICTIONAL ROLE / CUSTOMER OPERATIONS ASSISTANT

Track customer requests, coordinate with sales and logistics, keep records accurate and help improve the handover process. Clear communication and spreadsheet skills are required.

THE ROLE NEEDS	YOUR POSSIBLE EVIDENCE
Coordination	You followed up with suppliers and kept colleagues updated.
Accurate records	You checked order information before sending a report.
Process improvement	You created a checklist to reduce missing information.

REQUIREMENT / RESPONSIBILITY / ACHIEVEMENT

Requirement: a skill or condition the job asks for.

Responsibility: work you are expected to do.

Achievement: a useful result you helped produce.

WHEN YOU HAVE A GAP

"I haven't used that system yet, but I've used a similar tool to track orders. I would need training on your setup."

SAY IT ALOUD / NA PRÁTICA

Escolha uma vaga real. Marque três prioridades. Para cada uma, encontre um exemplo da sua experiência. Use a ficha da próxima página.

WORKSHEET / FILLABLE

Your role-match brief

Use short notes. This page is your preparation dashboard.

ROLE + COMPANY / VAGA + EMPRESA**PRIORITY 1 / WHAT I DID / WHY IT MATTERS****PRIORITY 2 / WHAT I DID / WHY IT MATTERS****PRIORITY 3 / WHAT I DID / WHY IT MATTERS****ONE GAP + MY LEARNING PLAN****TURN YOUR NOTES INTO A SENTENCE**

"The role involves [task]. In my experience, I [specific action]. That could help your team [relevant contribution]."

SAY IT ALOUD / NA PRÁTICA

Explique uma conexão em voz alta. O exemplo é verdadeiro? Você conseguiria responder: "What did you personally do?"

CULTURE & TONE

Sound confident and credible.

Choose language that fits a professional conversation.

A friendly interview still needs clear evidence. Expectations vary by company, industry and interviewer. Use these as language choices, then follow the conversation.

THE INTENTION	A NATURAL WAY TO SAY IT
Show confidence	"I led the planning and asked the team to review the details."
Recognise teamwork	"I created the first draft. We improved it together."
Be honest about a limit	"I have basic experience with the tool; I haven't used its advanced features."
Disagree respectfully	"I saw the risk differently, so I suggested a small pilot."

BR > EN / THE PROFESSIONAL INTRODUCTION

If you usually introduce yourself through age, family and where you were born, change the focus here: your work or studies, relevant evidence and next step. Personal details can wait unless they matter to the conversation.

REGISTER / SAME MEANING, DIFFERENT TONE

Natural: "I helped the team solve the problem."

More formal: "I supported the team in resolving the issue."

Conversational: "I pitched in when the team needed help."

Sell yourself means explain your value persuasively.

Português: **mostrar seu valor**. Support the claim with evidence.

SAY IT ALOUD / NA PRÁTICA

Diga uma conquista usando "I" para sua ação e "we" para o resultado coletivo. Como você pode mostrar confiança sem exagerar?

02 / BUILD YOUR ANSWERS

"Tell me about yourself."

Present > proof > next step. Keep the focus on the role.

A2 SUPPORT / FIRST JOB

"I'm a business student. I enjoy working with people. In a college project, I helped my group plan our tasks. We finished on time. I'm looking for my first job in customer service."

B1-B2 CORE / PROFESSIONAL

"I'm an operations assistant with three years of experience supporting sales teams. I track orders and help resolve delivery issues. Recently, I created a shared tracker to make follow-up easier. I'm now looking for more responsibility in process improvement."

B2-C1 STRETCH / PRECISE CONTRIBUTION

"My background combines customer operations and process improvement. I've coordinated requests across sales and logistics, and helped make handovers more consistent. What interests me about this role is the chance to improve the process across teams."

WHY THESE ANSWERS WORK

Present: professional identity.

Proof: a task or achievement the listener can understand.

Next step: a clear connection to the opportunity.

Try 45-75 seconds as a practice target. Real interviews vary: adjust to the question and the interviewer's cues.

SAY IT ALOUD / NA PRÁTICA

Escolha o modelo adequado ao seu nível. Substitua os fatos. Grave uma resposta e confira se as três partes estão claras.

WORKSHOP / FILLABLE

Build your introduction

Make your answer easy to follow and easy to adapt.

BEFORE / TOO GENERAL

"I'm a very dynamic person. I like challenges and I always give 100%. I want an opportunity to grow."

What is missing? A professional focus, a real example and a connection to this role. Adjectives alone give the interviewer little to explore.

PRESENT / WHAT I DO OR STUDY**PROOF / ONE RELEVANT EXAMPLE****NEXT STEP / WHY THIS ROLE MAKES SENSE****A CLEARER VERSION**

"I'm an administrative assistant. I manage booking requests and check customer information. I recently created a checklist for missing details. I'd like to use that experience in a customer operations role."

SAY IT ALOUD / NA PRÁTICA

Use apenas palavras-chave. Responda uma vez em 30 segundos e outra em 60. Depois responda: "Which part of your experience is most relevant to this role?"

MOTIVATION

"Why this role and company?"

Specific feature + personal connection + contribution.

WHY THIS ROLE? / B1-B2

"The role interests me because it combines customer contact with process improvement. In my current job, I enjoy resolving service issues and finding ways to prevent them. Your job description mentions improving response times, which is an area where I could contribute."

WHY THIS COMPANY? / B1-B2

"I read on your website that you're expanding customer support. I'd like to understand how this role supports that growth. My experience helping new colleagues learn our process could be relevant."

NOTICE THE LANGUAGE

It combines X with Y: explain the attraction.

Your description mentions: connect to a checked detail.

I could contribute: make a realistic link.

VAGUE	MORE USEFUL
"It's an amazing company."	"The role includes supplier coordination, which I'd like to develop."
"I want to grow."	"I'd like to take a small project from planning to delivery."

Avoid claiming to know the company's culture from the outside. Say what you have checked and ask about what you still need to understand.

SAY IT ALOUD / NA PRÁTICA

Complete com um fato real: "What interests me is... / This connects with... / I could contribute by..." Qual detalhe torna sua resposta específica?

CONTRIBUTION & GOALS

"Why should we hire you?"

Connect your evidence to the work - and explain your direction.

B1-B2 / CONTRIBUTION

"I can bring experience coordinating requests and making information easier to follow. In my current role, I created a shared tracker and used it to flag delayed orders early. That experience could help your team keep customer updates consistent."

WHAT MAKES IT CREDIBLE?

The answer names a relevant skill, shows an action and explains a possible contribution. It does not need to claim that you are better than every other candidate.

"WHERE DO YOU SEE YOURSELF IN FIVE YEARS?"**B1-B2 / DIRECTION**

"I'd like to become more confident managing projects from start to finish. My next step is to build stronger planning and reporting skills. This role seems like a useful opportunity to develop those skills while contributing to the team."

B2-C1 / GREATER SCOPE

"Over time, I'd like to lead improvements across teams. First, I want to deepen my understanding of the operation and build a record of delivering changes that people actually use."

FOLLOW-UP TO EXPECT

"Which skill do you need to develop first?"

"What would you contribute while you are learning?"

SAY IT ALOUD / NA PRÁTICA

Prepare uma resposta com skill + evidence + contribution. Depois explique uma meta realista. Evite uma promessa que você não consegue sustentar.

EVIDENCE

Tell a real story with STAR.

Use STAR for questions about a past experience. [2]

STEP	WHAT TO INCLUDE	FICTIONAL EXAMPLE
S / Situation	Brief context	"Several customer orders were delayed."
T / Task	Your responsibility	"I needed to check the outstanding orders and update sales."
A / Action	Your decisions and actions	"I checked the records, called suppliers and shared confirmed dates."
R / Result	What actually changed	"The sales team could give customers accurate updates."

A2 SUPPORT / SAME STORY

"We had late orders. My job was to check them. I called the suppliers and updated our list. Then we could give customers the correct dates."

GIVE THE ACTION ROOM

Keep the context short. Explain what **you** did and why. Use **we** for a shared result. Add a lesson when it helps the answer.

CHECK THE CLAIM

The story says the team had accurate dates. It does **not** prove that deliveries became faster. Name the result you can support.

Follow-ups: "Why did you choose that approach?" / "How did you check the result?" / "What would you do differently?"

SAY IT ALOUD / NA PRÁTICA

Escolha uma situação real. Resuma cada etapa em uma frase. Use a ficha da próxima página e acrescente duas ações concretas.

WORKSHEET / FILLABLE

Your STAR story card

One real story. Clear actions. An outcome you can explain.

S / WHERE WAS I? WHAT WAS HAPPENING?**T / WHAT WAS MY RESPONSIBILITY?****A / WHAT DID I DO? WHY THAT APPROACH?****R / WHAT CHANGED? HOW DO I KNOW?****LEARNING / WHAT WOULD I DO DIFFERENTLY?****SPEAKING STARTERS**

"The main challenge was..." / "My responsibility was to..." / "I decided to..." / "As a result..." / "What I learned was..."

SAY IT ALOUD / NA PRÁTICA

Conte a história sem ler frases completas. Depois responda: "What was your personal contribution?" e "What evidence supports the result?"

YOUR EVIDENCE BANK

Six stories. Many questions.

Change the emphasis to answer the question you hear.

STORY TO PREPARE	IT CAN SHOW	FOLLOW-UP
A useful improvement	Initiative; problem-solving	"Why that solution?"
A difficult conversation	Communication; conflict	"How did they respond?"
A mistake you corrected	Ownership; learning	"What changed next?"
Competing priorities	Organisation; judgment	"What did you postpone?"
Learning a new skill	Adaptability; resourcefulness	"How did you check your understanding?"
Helping a team succeed	Collaboration; leadership	"What did you do yourself?"

SAME STORY / DIFFERENT FOCUS

Problem-solving: explain how you found the cause.

Teamwork: explain how you involved colleagues.

Learning: explain what you changed afterwards.

RESULTS WITHOUT A PERCENTAGE

"The team adopted the checklist."

"The customer received a confirmed update."

"We agreed on the next steps and the person responsible."

If you use a number, know the starting point, ending point, period and your contribution. Use an estimate only if it is clearly labelled and explainable.

SAY IT ALOUD / NA PRÁTICA

Escolha três histórias hoje. Dê um título a cada uma. Reutilize a ficha STAR para desenvolver as seis ao longo da semana.

SELF-AWARENESS

"What are your strengths?"

Skill + example + relevance. Make the quality visible.

B1-B2 / COMMUNICATION

"One of my strengths is making information easy to understand. When we introduced a new booking process, I created a short guide and walked colleagues through it. That would help me explain procedures to customers in this role."

B1-B2 / ORGANISATION

"I'm good at keeping track of different requests. During a busy period, I used a shared list to record deadlines and check progress. It helped us see which tasks needed attention first."

QUALITY	SHOW IT THROUGH AN ACTION
Reliable / confiável	You checked progress and delivered what you agreed.
Resourceful / sabe encontrar soluções	You found information or support to solve a problem.
Adaptable / se adapta bem	You changed your approach after new information.

CONFIDENT / NATURAL / MORE FORMAL

"I'm good at explaining processes."

"One of my strengths is explaining processes clearly."

"A key strength I would bring is clear process communication."

Choose the wording you can use comfortably. A simple sentence with evidence is persuasive.

SAY IT ALOUD / NA PRÁTICA

Escolha uma qualidade relevante para a vaga. Que ação concreta prova essa qualidade? Responda sem usar "very" ou "extremely".

SELF-AWARENESS

"What is one weakness?"

Name a real behaviour, an action and your progress.

B1-B2 / DEVELOPMENT AREA

"I used to include too much detail in project updates. My manager pointed out that the key decision was sometimes hard to find. I now start with the main point and keep supporting details below it. My updates are shorter, although I still check that I haven't left out anything important."

NOTICE THE FOUR PARTS

Behaviour: too much detail.

Feedback: the decision was hard to find.

Action: main point first.

Progress: shorter updates, with a check still in place.

LESS USEFUL	A BETTER DIRECTION
"I'm a perfectionist."	Describe the behaviour and how you manage it.
"I have no weaknesses."	Show that you can notice and work on a limitation.
"I can't communicate."	Be specific about the task you find difficult.

LANGUAGE YOU CAN ADAPT

"I'm working on..." / "I used to..." / "I now..." / "I've made progress by..."

If the gap affects an essential requirement, address it honestly. Explain your current ability and the support or training you would need.

SAY IT ALOUD / NA PRÁTICA

Prepare uma resposta verdadeira. O que você já faz para melhorar? Que mudança você consegue mostrar, sem afirmar que o problema desapareceu?

BEHAVIOURAL QUESTIONS

"Tell me about a mistake."

Show ownership, repair and a useful lesson.

B1-B2 / OWNERSHIP

"I once sent a report with an outdated figure. When I noticed it, I told my manager and sent a corrected version with the change clearly marked. I then added a source check before sending future reports. I learned to verify the final version, even when the deadline is tight."

IN THE ANSWER	WHAT IT SHOWS
"I once sent..."	The candidate names the mistake directly.
"I told my manager..."	The candidate takes responsibility.
"I then added..."	The candidate changes the process.

WHEN THE OUTCOME WAS NOT SUCCESSFUL

"We missed the deadline. I had underestimated the review time. I told the team, agreed on a revised delivery date and started adding a review buffer to future plans."

USEFUL DISTINCTION

Mistake: an error you made.

Setback: a difficulty that slowed progress.

Failure: an intended goal was not achieved.

FOLLOW-UP CHALLENGE

"What could you have noticed earlier?"

"How do you know your new check is useful?"

SAY IT ALOUD / NA PRÁTICA

Conte uma falha real sem culpar outra pessoa. Explique o que você fez para corrigir e o que mudou na sua forma de trabalhar.

WORKING WITH PEOPLE

Conflict, feedback and respect

Explain the issue, listen and show how you moved forward.

B1-B2 / DISAGREEMENT

"A colleague and I disagreed about which requests to prioritise. I asked about their main concern and explained mine. We compared deadlines and customer impact, then agreed on an order together. That gave us a shared basis for the decision."

B1-B2 / RECEIVING FEEDBACK

"My manager said my handover notes were missing important context. I asked for an example, revised the template and checked the next handover with them. That helped me understand what the receiving team needed."

RESPECTFUL PUSHBACK

"I understand the deadline. My concern is that we may miss a quality check. Could we deliver the essential part first and confirm the remaining detail tomorrow?"

Push back: question or resist a proposal.

Português: **contestar / se posicionar contra uma proposta.**

Neutral: raise a concern. **More direct:** disagree.

FOCUS ON THE WORK

Describe the problem and the decision. "We had different priorities" is more useful than "My colleague was impossible."

SAY IT ALOUD / NA PRÁTICA

Pratique uma discordância sobre prazo. Seu colega explica a preocupação dele; você faz uma pergunta antes de propor a solução.

JUDGMENT UNDER PRESSURE

"How do you prioritise?"

Explain the decision behind the order of tasks.

B1-B2 / A CLEAR APPROACH

"I compare urgency, impact and dependencies. If deadlines conflict, I check priorities with the people involved and flag the trade-off early. Recently, I agreed to deliver the essential part of a report first and the supporting analysis the next morning."

THREE QUESTIONS TO ASK YOURSELF

Urgency: What is genuinely time-sensitive?

Impact: Who is affected if the task waits?

Dependency: What other work depends on it?

ROLE-PLAY / A BUSY AFTERNOON

A customer needs an urgent order update. Your manager wants a report in one hour. A colleague asks you to explain a new system. You cannot finish all three immediately.

SAY YOUR PLAN

"First, I'd confirm..."

"I'd check whether..."

"I'd let [person] know that..."

"The trade-off would be..."

Trade-off: a choice in which gaining something means giving up something else. Português: **uma escolha com perdas e ganhos**.

SAY IT ALOUD / NA PRÁTICA

Escolha uma ordem e explique por quê. O entrevistador muda um detalhe: "The report is for a client meeting." Você precisa mudar sua decisão?

CAREER TRANSITIONS

Explain your next move.

Stay factual, brief and connected to the opportunity.

CONTEXT	NATURAL LANGUAGE
Leaving a current job	"I've learned a lot in my current role. I'm now looking for more responsibility in project coordination."
Role eliminated	"My position was eliminated during a restructuring. I'm focusing my search on operations roles."
Time away from work	"I took time away from paid work for family responsibilities. I'm now ready to return."
Changing industry	"The industry is new to me, but I already use the coordination and training skills this role involves."

LAY OFF / FIRE / RESIGN

Be laid off: lose a job because positions are cut.

Be fired: the employer ends your employment, often because of performance or conduct.

Resign: choose to leave your job.

Use the explanation that matches what happened. If performance was the reason, you can say: "My employer ended my employment after concerns about [specific issue]. I've since worked on that by [real action]."

FINISH WITH THE NEXT STEP

"I'm now looking for a role where I can use..."

"What interests me about this opportunity is..."

SAY IT ALOUD / NA PRÁTICA

Prepare uma explicação em duas ou três frases. Não é necessário contar todos os detalhes pessoais; conecte a resposta à sua disponibilidade e à vaga.

CAREER CHANGE / FILLABLE

Make your skills transferable.

A new industry can still need skills you already use.

B1-B2 / TEACHING > CUSTOMER TRAINING

"My background is in teaching. I'm moving into customer training because I enjoy making complex information clear. I've planned lessons, adapted explanations and checked understanding. I would need to learn your product, but those training skills would be useful from the start."

EXPERIENCE	TRANSFERABLE SKILL
Teaching a mixed-level group	Adapting explanations to different needs
Organising a volunteer event	Coordinating tasks and people
Handling customer complaints	Listening, clarification and problem-solving

MY EXPERIENCE > THE SKILL THIS ROLE NEEDS**ONE EXAMPLE THAT PROVES THE CONNECTION****WHAT I STILL NEED TO LEARN + MY NEXT STEP****SAY IT ALOUD / NA PRÁTICA**

Explique uma conexão sem inventar um novo cargo. Depois responda: "Why this change now?" e "Which part of the role would be new to you?"

FIRST JOB

Turn potential into evidence.

Projects, study and volunteering can give you real examples.

A2 SUPPORT / ENTRY-LEVEL

"I'm looking for my first job. I'm organised and I like helping people. In a school project, I made a task list and checked our progress. We finished on time. I'm ready to learn your systems."

B1 / WHY SHOULD WE HIRE YOU?

"I'm at the beginning of my career, so I know I'll need training. What I can bring is organisation and a willingness to learn. In a college project, I organised our deadlines and followed up with the group. We submitted the work on time."

"HAVE YOU WORKED WITH CUSTOMERS?"

"I haven't had a paid customer service role yet. At a community event, I welcomed visitors and answered basic questions. When I didn't know an answer, I checked with the organiser."

WHAT YOU CAN CLAIM

"I organised our group's tasks" explains your contribution. Use a title such as "project manager" only if it accurately describes the role you held.

FOLLOW-UP CHALLENGE

"What would you do if you made a mistake?"

"How do you check that you have understood instructions?"

SAY IT ALOUD / NA PRÁTICA

Liste duas experiências fora de um emprego formal. Para cada uma, diga o que você fez, qual foi o resultado e o que aprendeu.

EXPERIENCED CANDIDATES

Show scope, judgment and impact.

For leadership roles, explain how you enabled others to succeed.

B2-C1 / A PROJECT YOU LED

"I led a four-person team reviewing our customer handover process. We had incomplete information between sales and operations. I agreed on the minimum information needed, tested a checklist with both teams and reviewed exceptions each week. After the pilot, we adopted the checklist. I owned the rollout; the design was a joint effort."

ADD THIS	WHAT IT CLARIFIES
Scope / alcance	Who was involved? What could you decide?
Trade-off / perdas e ganhos	What did you prioritise or decide against?
Evidence / evidência	How did you check the outcome?
Ownership / responsabilidade	What belonged to you and to the team?

DEVELOPING ANOTHER PERSON

"A colleague was struggling with weekly reports. I asked which part was unclear, worked through one example with them and agreed on a review point. They then completed the next report independently."

FOLLOW-UPS THAT TEST THE STORY

"What resistance did you encounter?"

"What evidence might have changed your decision?"

"How did you avoid becoming a bottleneck?"

SAY IT ALOUD / NA PRÁTICA

Conte uma história de liderança. Acrescente uma decisão difícil e explique como sua ação ajudou outra pessoa a trabalhar melhor.

SITUATIONAL QUESTIONS

"What would you do if...?"

Clarify the situation, choose a step and explain your reasoning.

B1-B2 / A CUSTOMER IS UPSET

"First, I'd listen and check what happened. I'd confirm what the customer needs and explain what I can do. If the decision is outside my authority, I'd involve the right colleague and agree on an update time."

USEFUL STRUCTURE

Clarify: "I'd first check..."

Act: "Then I'd..."

Explain: "That would help us..."

Follow through: "I'd confirm the next step with..."

"WHAT WOULD YOUR FIRST PRIORITIES BE?"**B2-C1 / FIRST 90 DAYS**

"I'd first understand the team's priorities, existing measures and main constraints. Then I'd agree on one improvement to test with the manager and the people doing the work. I'd review the outcome before proposing a wider rollout."

This is a possible approach, not a promise to change everything in 90 days. Ask what success would look like before committing to a target.

UNFAMILIAR TOOL

"I haven't used that tool yet. I'd start with the training materials, practise a routine task and check my work with an experienced colleague."

SAY IT ALOUD / NA PRÁTICA

Responda a uma situação nova. O entrevistador acrescenta uma restrição. Explique como sua próxima ação mudaria.

03 / HANDLE THE CONVERSATION

Salary: make the terms clear.

Confirm the currency, period and composition of the package.

ASK FOR THE RANGE

"Could you share the budgeted range for the role? I'd like to understand the responsibilities and the overall package."

GIVE A RANGE YOU HAVE RESEARCHED

"Based on the responsibilities and my experience, I'm targeting a gross annual base salary of [X] to [Y] in [currency]. I'm open to discussing the overall package."

TERM	MEANING / PORTUGUÊS
Base salary	Fixed salary before bonus / salário-base
Gross pay	Before deductions / remuneração bruta
Net pay	After deductions / remuneração líquida
Total compensation	Salary and other forms of pay; clarify what is included / remuneração total

CHECK BEFORE YOU COMPARE

"Is that monthly or annual?"

"Does that figure include a bonus?"

"Which benefits are included?"

"Is this an employee position or a contractor arrangement?"

Choose your own researched range. The placeholders are language practice, not a salary recommendation. When salary comes up, use the stage and the recruiter's cues.

SAY IT ALOUD / NA PRÁTICA

Peça a faixa salarial e confirme moeda, período e composição. Na proposta recebida, o que ainda precisaria ficar claro?

PRACTICAL DETAILS

Availability, location and setup

Use precise dates and ask about the actual working arrangement.

TOPIC	NATURAL LANGUAGE
Start date	"I would need to give notice to my current employer. I could confirm a start date once we agree on the offer."
Hybrid work	"How many days a week is the team expected to work on site?"
Remote work	"Which hours does the team need everyone to be available?"
Location	"I'm based in São Paulo. Does this role require relocation?"
Time-zone overlap	"What time-zone overlap does the role require?"
Travel	"How often would I be expected to travel?"

NOTICE PERIOD

The time between telling your employer you are leaving and your final working day. Português: **período de aviso prévio**. Confirm the actual arrangement before promising a date.

CONFIRM A MEETING TIME

"Just to confirm, is that 10 a.m. São Paulo time?"

"Could you include the time zone in the invitation?"

Use a calendar date when it matters: "I could start on 9 November, subject to confirming my notice period." This is a fictional language example.

SAY IT ALOUD / NA PRÁTICA

Explique sua localização e disponibilidade reais. Depois faça duas perguntas sobre a rotina de trabalho que mudariam sua decisão.

A TWO-WAY CONVERSATION

"What would you like to ask?"

Choose questions that help you understand the work and decide.

YOU WANT TO KNOW	ASK THIS
Success	"What would good performance look like in the first three months?"
Priorities	"What is the main problem you'd like this person to solve?"
Support	"How is onboarding organised?"
Collaboration	"Which teams would I work with most closely?"
Feedback	"How does the manager usually give feedback?"
Challenges	"What tends to be the hardest part of the role?"
Process	"What are the next steps in the process?"

TURN A PREPARED QUESTION INTO A CONVERSATION

"You mentioned that the team is growing. How will that affect the priorities for this role?"

WHEN THE ANSWER IS VAGUE

"Could you give me an example of how that works in practice?"

"How do you measure that?"

Choose two or three. Skip a question that has already been answered. A recruiter may be better placed to discuss process and terms; the hiring manager can usually explain day-to-day priorities.

SAY IT ALOUD / NA PRÁTICA

Escolha uma pergunta sobre resultados, uma sobre equipe e uma sobre processo. Qual resposta faria você reconsiderar a vaga?

CONVERSATION REPAIR

When you get stuck

A short clarification can keep the conversation moving.

SITUATION	SAY THIS
You did not hear	"Could you repeat the last part, please?"
You need different wording	"Could you rephrase the question?"
You need to check the focus	"Do you mean my current role or my previous one?"
You need a moment	"Let me think of a relevant example."
You want to correct a detail	"Let me correct that: it was three months, not three weeks."
You went off topic	"To come back to your question, the main result was..."
The audio cuts out	"Your audio cut out for a moment. Could you repeat that?"

"HOW WOULD YOU DESCRIBE YOUR ENGLISH?"

"I can handle routine work conversations in English. In complex technical discussions, I sometimes need clarification, and I'm actively working on that." Adapt this to your actual ability.

If you prefer not to discuss a personal topic: "I'd prefer to keep that personal, but I'm happy to discuss my availability and ability to meet the role's requirements."

SAY IT ALOUD / NA PRÁTICA

Peça uma pergunta inesperada. Use uma frase de esclarecimento, responda e volte ao ponto principal. Não é preciso pedir desculpas por cada pausa.

BRAZILIAN LEARNER CLINIC

False friends at work

Keep the meaning. Choose the English word that fits.

COMMON TRAP	NATURAL ENGLISH	THE DISTINCTION
"My actual job..."	"My current job..."	Current = atual. Actual = real.
"I pretend to apply."	"I intend to apply."	Intend = ter intenção. Pretend = fingir.
"I'm compromised."	"I'm committed."	Committed = dedicado. Compromised can mean prejudicado.
"I assisted a meeting."	"I attended a meeting."	Attend = comparecer. Assist = ajudar.
"I have facility with Excel."	"I'm good at using Excel."	Facility usually means instalação or ease, depending on context.
"I'm sympathetic." (simpático)	"I'm friendly."	Sympathetic = compreensivo / solidário.

THREE SENTENCES YOU CAN REUSE

"In my **current** role, I support the sales team."

"I'm **committed to** improving my reporting skills."

"I **attended** weekly planning meetings."

WORD CHOICE > BIG WORDS

"I'm good at explaining processes" is clear and natural. Use formal vocabulary only when it makes your meaning more precise.

SAY IT ALOUD / NA PRÁTICA

Escolha três pares e crie frases verdadeiras. Seu colega tenta identificar o sentido errado que a tradução literal poderia causar.

BRAZILIAN LEARNER CLINIC

Fix the sentence pattern.

Small grammar changes make your experience easier to understand.

BEFORE	AFTER	WHY
"I have 25 years."	"I'm 25."	Be for age; usually unnecessary in an introduction.
"I am graduated in business."	"I have a degree in business."	Degree = qualification.
"I work here since 2021."	"I've worked here since 2021."	An ongoing situation; since = start point.
"I'm responsible to check it."	"I'm responsible for checking it."	For + noun / -ing.
"I have many experiences in sales."	"I have experience in sales."	General work experience is uncountable.
"I helped to the team."	"I helped the team."	Help someone (to) do something.

NATURAL COMBINATIONS

Apply for a role: "I applied for the analyst role."

Work for a company: "I work for a logistics company."

Work in an area: "I work in customer service."

Work with people or tools: "I work with the finance team."

INTERVIEW / CANDIDATE OR INTERVIEWER?

Candidate: "I **had** an interview yesterday."

Interviewer: "I **interviewed** three candidates yesterday."

SAY IT ALOUD / NA PRÁTICA

Escolha duas correções e aplique à sua trajetória. Depois diga uma frase com apply for, work in e responsible for.

GRAMMAR & DELIVERY

Make time and results clear.

Choose the tense that matches what you mean.

MEANING	PATTERN	EXAMPLE
Current responsibility	Present simple	"I manage supplier requests."
Finished achievement	Past simple	"I created a checklist last year."
Experience up to now	Present perfect	"I've worked in sales for four years."
Possible contribution	Would / could	"I could help improve the process."

NUMBERS THE LISTENER CAN FOLLOW

"We reduced the turnaround time **from ten days to eight.**"

"Twenty percent." / "Fifty thousand US dollars a year."

To distinguish 15 and 50: **fif-TEEN** / **FIF-ty**.

PAUSE BY MEANING

"In my current role, / I support the sales team. / Last year, / I created a shared tracker / to make follow-up easier."

WORD STRESS

ex-**PE**-ri-ence / re-**SPON**-si-ble / a-**CHIEVE**-ment

de-**VEL**-op / com-**MIT**-ted

Bold capitals show the stressed syllable, not normal spelling. Aim to be easy to understand. Your Brazilian accent does not need to disappear.

SAY IT ALOUD / NA PRÁTICA

Grave 45 segundos. Ouça primeiro os tempos verbais; depois as pausas. Corrija um ponto por vez e regrave.

LANGUAGE BANK

Action words that earn their place

Use a concrete verb and show what happened.

EXPRESSION / PORTUGUÊS	NATURAL EXAMPLE
Meet a deadline / cumprir um prazo	"I helped the team meet a tight deadline."
Take ownership / assumir a responsabilidade	"I took ownership of the issue and kept the client updated."
Keep track of / acompanhar, controlar	"I kept track of orders and missing information."
Handle / lidar com, cuidar de	"I handled booking changes and customer enquiries."
Coordinate / coordenar	"I coordinated requests between sales and logistics."
Streamline / simplificar e tornar eficiente	"I streamlined reporting by removing duplicate steps."
Flag an issue / sinalizar um problema	"I flagged the delay before it affected the next task."
Work closely with / colaborar com	"I worked closely with the finance team."

SAME PURPOSE / DIFFERENT TONE

Natural: "I helped the team..."

More formal: "I supported the team..." / "I contributed to..."

Conversational: "I pitched in..." Be specific about your action.

SAY IT ALOUD / NA PRÁTICA

Escolha três expressões. Use cada uma com uma ação real. Qual exemplo explica melhor seu valor para a vaga?

PHRASAL VERBS & IDIOMS

Sound natural, with a purpose.

These expressions work when they describe something specific.

EXPRESSION / BEST PT MATCH	NATURAL EXAMPLE
Follow up on / acompanhar, dar continuidade	"I followed up on delayed orders."
Figure out / descobrir, entender	"I figured out why the figures did not match."
Walk someone through / explicar passo a passo	"I walked new colleagues through the process."
Step up / assumir mais responsabilidade	"I stepped up to coordinate the handover."
Get up to speed / se inteirar, aprender o necessário	"I got up to speed on the new system."
Be on the same page / estar alinhado	"I checked that we were on the same page."
Keep someone in the loop / manter informado	"I kept the manager in the loop during the pilot."
Hit the ground running / começar já produzindo	"I could hit the ground running on routine tasks."

More formal: investigate / explain step by step / align expectations / keep informed. The expressions above are conversational at work.

WHEN TO KEEP IT SIMPLE

Use "hit the ground running" for tasks you can do now. Explain where you still need training.

SAY IT ALOUD / NA PRÁTICA

Conte um exemplo com follow up on e keep someone in the loop. Depois explique a mesma ideia em inglês mais simples.

ONLINE & RECORDED INTERVIEWS

Prepare the conversation space.

Test the tools and know the format before interview day. [3]

LIVE VIDEO	RECORDED / ONE-WAY
Check the meeting link, audio, camera and time zone.	Read the instructions, deadline and recording limits.
Keep brief notes beside the screen. Listen for follow-ups.	Practise answering within the stated limit. Check whether retries are allowed.
If audio fails, explain the problem and agree on a next step.	Finish before the deadline so there is time to deal with technical problems.

A SIMPLE SETUP

Camera near eye level. Light in front of you. A quiet space. Notifications off. Your CV and the role description within reach.

IF THE CONNECTION FAILS

"Your audio is breaking up. Could we pause for a moment?"

"I'm having connection problems. Would you prefer to reconnect or continue by phone?"

RECORDING DRILL / TWO ROUNDS

Round 1: answer "Tell me about yourself" in 60 seconds.

Round 2: answer an unexpected follow-up in 30 seconds.

Use these as practice limits; follow the real platform's instructions.

SAY IT ALOUD / NA PRÁTICA

Grave uma resposta olhando para a câmera. Assista sem áudio para revisar postura e enquadramento; depois ouça para revisar clareza e pausas.

AUTHENTIC VIDEO / B2-C1

Watch. Notice. Try it yourself.

MIT CAPD: Career Toolkit - Interviewing. [4]

OPEN THE VIDEO + TRANSCRIPT

Watch the video on the MIT page. Use its transcript to help you follow the explanation of interview questions and STAR.



BEFORE YOU WATCH

Which experience could you use if you have never had a formal job? What makes a general claim different from a specific example?

WHILE YOU WATCH	YOUR NOTES
Find the structure used for a past-experience answer.	Structure: _____
Find an example of experience outside paid work.	Experience: _____
Choose one interview question you want to practise.	Question: _____

AFTER YOU WATCH / TRANSFER

Choose an experience of your own. Explain one skill it demonstrates, then answer a question using STAR. Ask a partner to follow up on one detail.

A2-B1 SUPPORT

Use one short section with the transcript. Localize palavras-chave: experience, skills, example, situation, action, result. Explique a ideia em português e pratique uma resposta curta em inglês.

Optional extension beyond the nine-minute routine. Teaching notes: p. 47.

SAY IT ALOUD / NA PRÁTICA

Depois de assistir, explique uma mudança que você faria na sua preparação. Use uma história sua, não a história de outra pessoa.

04 / REHEARSE

Mock interview: first job

A2-B1 / customer service assistant / fictional dialogue.

INTERVIEWER "Could you tell me a little about yourself?"

"I'm a business student and I'm looking for my first job. In a college project, I made our task list and checked progress. We finished on time. I enjoy helping people and I'm ready to learn."

INTERVIEWER "Why are you interested in customer service?"

"I like answering questions and helping people find solutions. I'd like to learn your systems and develop my communication skills."

INTERVIEWER "Tell me about a problem you solved."

"In our project, two people were doing the same task. I suggested a shared list. We agreed on who would do each part and finished the project on time."

INTERVIEWER "What if you don't know the answer to a customer's question?"

"I would check with a colleague. I wouldn't guess. Then I would give the customer the correct information."

INTERVIEWER "Do you have any questions for me?"

"Yes. How do you train new people in the team?"

ROUND TWO / CLOSE THE MODEL

Use your own course, experience and motivation. Add: "What did you personally do?" and "What did you learn?"

SAY IT ALOUD / NA PRÁTICA

Faça a simulação sem decorar. O entrevistador muda a ordem das perguntas e pede um detalhe adicional.

MOCK INTERVIEW

Experienced hire: operations

B1-B2 core / B2-C1 follow-ups / fictional dialogue.

INTERVIEWER "What would you bring to this role?"

"I have five years of experience in customer operations. My main strength is turning recurring problems into clear processes. For example, I helped introduce a handover checklist between sales and operations."

INTERVIEWER "What was your personal contribution?"

"I reviewed the missing information, drafted the checklist and ran a pilot with two colleagues. We revised it together before introducing it to the team."

INTERVIEWER "How did you know it was useful?"

"During the pilot, we saw fewer incomplete handovers needing clarification. I don't have a verified percentage, but the review supported keeping the checklist."

INTERVIEWER "What would you do differently?"

"I'd involve sales earlier. Their feedback changed two fields that were difficult to complete."

INTERVIEWER "What are you looking for next?"

"More responsibility for improvements across teams. I'd also like to understand how success is measured here."

B2-C1 STRETCH

"What did you decide not to standardise?"

"What evidence might have changed your decision?"

SAY IT ALOUD / NA PRÁTICA

Reconte com uma história sua. Explique o resultado sem inventar porcentagens. O entrevistador pergunta como você verificou esse resultado.

MOCK INTERVIEW

Career change: customer training

B1-B2 core / B2-C1 stretch / fictional dialogue.

INTERVIEWER "Why are you changing careers?"

"I've worked in teaching for six years. The part I enjoy most is making complex information clear. Customer training would let me use that skill while learning a product and a new business context."

INTERVIEWER "How is teaching relevant to this role?"

"I adapt explanations and check understanding. When learners struggled with a task, I created a short visual guide and asked them to try again. They could then complete the task with less help."

INTERVIEWER "What would be new to you?"

"Your product and customer workflows. I would need training and time to observe how experienced colleagues handle questions."

INTERVIEWER "What would you do if training did not work?"

"I'd find out which step was unclear, change the explanation and check whether the person could complete the task. I'd also review whether the task itself needed clarification."

INTERVIEWER "What would you like to ask?"

"How do you measure whether customer training is effective?"

FOLLOW-UP CHALLENGE

"How would you handle a group with different levels of knowledge?"
Explain one decision and its trade-off.

SAY IT ALOUD / NA PRÁTICA

Troque a trajetória fictícia pela sua. Que habilidade se transfere? Qual conhecimento ainda precisa ser desenvolvido?

QUESTION BANK

Expect the follow-up.

Choose a question, then answer the follow-up without reading.

MAIN QUESTION	FOLLOW-UP CHALLENGE
"Tell me about yourself."	"Which part is most relevant to this role?"
"Why are you interested?"	"What did you learn about the role?"
"What is your main strength?"	"Can you give me an example?"
"What are you working on?"	"What progress have you made?"
"Tell me about a mistake."	"What changed afterwards?"
"Describe a disagreement."	"How did the other person respond?"
"How do you prioritise?"	"What did you decide to postpone?"
"Tell me about an improvement."	"How did you check the result?"
"How do you learn new tools?"	"How do you check your understanding?"
"What would you bring here?"	"What would you need to learn first?"

A SIMPLE PRACTICE GAME

Choose three rows at random. Answer the main question, then the follow-up. Your partner asks for one detail that is missing.

SAY IT ALOUD / NA PRÁTICA

Responda usando fatos reais. Se você não lembra um dado, diga isso claramente e explique o que consegue confirmar.

PRACTICE LAB

Make the language work.

Complete the activities before checking p. 40.

01 / CORRIJA AS FRASES

- a. I work here since three years.
- b. I am responsible to check the reports.
- c. My actual job is in customer service.
- d. I have experience to manage projects.
- e. Last year, I have created a checklist.

02 / COLOQUE A RESPOSTA EM ORDEM STAR

- A. I checked the records and contacted the supplier.
- B. The customer received a confirmed delivery date.
- C. A customer's order was delayed.
- D. My task was to find out what had happened.

Order: _____ > _____ > _____ > _____

03 / QUAL RESPOSTA TEM MELHOR EVIDÊNCIA?

- A. "I'm a dynamic professional and a natural leader."
- B. "I organised a weekly check-in so the team could identify delays and agree on next steps."

04 / REESCREVA COM PRECISÃO

You supported a project but did not lead it. There is no confirmed sales figure. Improve: "I led the whole project and increased sales by 30%."

05 / COMPLETE A PERGUNTA

The interviewer says: "The package is 60,000." Write two questions to clarify the figure. Do not assume a currency or period.

SAY IT ALOUD / NA PRÁTICA

Faça as correções em voz alta. Na atividade 3, explique também qual informação ainda falta na melhor resposta.

ANSWER KEY

Check the reason, not just the phrase.

These are possible answers; your own examples will vary.

01 / SENTENCE CORRECTIONS

- a. "I've worked here **for** three years." For = duration; the situation continues now.
- b. "I'm responsible **for checking** the reports." For + -ing.
- c. "My **current** job is in customer service." Current = atual.
- d. "I have experience **managing** projects." Also: experience in managing projects.
- e. "Last year, I **created** a checklist." Past simple with a finished time.

02 / STAR ORDER

C > D > A > B

Situation: delayed order. Task: investigate. Action: check records and contact the supplier. Result: confirmed delivery date. This does not claim the order was delivered.

03 / STRONGER EVIDENCE

B describes an observable action. It still needs an outcome. Ask: "What changed after you introduced the check-in?"

04 / ACCURATE REWRITE

"I supported the project by preparing customer information and following up on requests. I don't have a verified figure for the sales impact." Replace the actions with what you actually did.

05 / CLARIFY THE PACKAGE

"Which currency is that in?"

"Is that an annual base salary or the total package?"

Also useful: "Is the figure gross or net?"

SAY IT ALOUD / NA PRÁTICA

Volte a uma resposta sua. Ela explica sua ação e um resultado preciso? Você consegue responder a um pedido de esclarecimento?

FEEDBACK / FILLABLE

Score it. Choose one fix.

A practice rubric, not a hiring prediction or official CEFR assessment.

CRITERION	0 > 1 > 2 / PRACTICE SCALE
Relevance	Does not answer > Partly relevant > Direct answer
Evidence	Only claims > Vague example > Specific action + outcome
Structure	Hard to follow > Some repetition > Clear order
Language	Meaning unclear > Mostly clear > Clear and accurate enough
Interaction	Cannot respond > Needs support > Clarifies + handles a follow-up

Total: ____ / 10. Compare your own attempts.

KEEP / ONE THING THAT WORKED

CHANGE / ONE DETAIL OR LANGUAGE POINT

REPEAT / THE QUESTION TO TRY AGAIN

FEEDBACK THAT HELPS

"Your context is clear. Next time, add your own action. Try starting that part with 'I checked...' or 'I organised...'. "

SAY IT ALOUD / NA PRÁTICA

Repita a resposta com uma melhoria. Depois teste a mesma melhoria em outra pergunta.

YOUR SEVEN-DAY PLAN

Practise for nine minutes a day.

A focused rehearsal routine. Add time when your needs require it.

DAY	FOCUS	9-MINUTE ROUTINE
1	Match the role	3 min: read. 3 min: choose evidence. 3 min: explain the match.
2	Introduction	3 min: write notes. 3 min: record. 3 min: review and adjust.
3	STAR stories	3 min: choose two. 3 min: tell them. 3 min: add missing detail.
4	Difficult questions	3 min: choose weakness + transition. 3 min: answer. 3 min: improve.
5	Practical details	3 min: salary + availability. 3 min: clarify. 3 min: choose your questions.
6	Mock interview	6 min: four questions + a follow-up. 3 min: score and choose one fix.
7	Final rehearsal	3 min: setup. 3 min: intro + one story. 3 min: questions + closing.

CHOOSE A REAL-LIFE TRIGGER

"After my morning coffee, I'll record one answer."

"Before I close my laptop, I'll practise one follow-up."

FLEXIBILITY CHECK

Change the question order. Ask follow-ups. Explain the same story in 30 seconds and 90 seconds. Use bullet points rather than a memorised paragraph.

SAY IT ALOUD / NA PRÁTICA

Escolha seu horário e sua primeira pergunta. Ao final da semana, compare duas gravações da mesma resposta: o que ficou mais claro?

AFTER THE CONVERSATION

Follow up with a clear purpose.

Use the contact channel provided by the recruiter. [1]

THANK-YOU EMAIL / ADAPT EVERY DETAIL**Subject: Thank you - Operations Coordinator interview**

Hi Maya,

Thank you for speaking with me today about the Operations Coordinator role. I enjoyed learning about the team's plans to improve customer handovers.

Our conversation reinforced my interest in the position. My experience organising service requests could be useful for those priorities.

Please let me know if you need any further information.

Best regards,
Alex

LATER CHECK-IN / AFTER THE STATED TIMELINE

"Hi Maya, I wanted to follow up on the Operations Coordinator process. You mentioned that there might be an update this week. Is there an updated timeline you can share? I remain interested in the role. Thank you, Alex."

MAKE IT SPECIFIC

Mention one point from the conversation. Keep the message brief. Use the response date you were given to guide a later check-in.

SAY IT ALOUD / NA PRÁTICA

Escreva um agradecimento curto com um detalhe da conversa. Que frase demonstra interesse sem repetir toda a entrevista?

AI REHEARSAL

Practise with useful feedback

Use Headstart AI or another assistant for a realistic conversation. [5]

COPY, PERSONALISE AND USE

Act as an interviewer for a [role] position. My English level is [level]. Use the job description I provide.

Ask one question at a time and wait for my answer. Ask a follow-up based on what I actually said. Do not write my answer before I try.

After five main questions, give feedback on relevance, evidence, structure, language and interaction. Quote a short part of my answer to explain each improvement.

Correct three useful language points. Show my wording, a natural alternative and a brief reason. Preserve the facts and my level of responsibility.

Flag any claim that needs evidence. Do not invent achievements, qualifications or numbers.

Let me answer the weakest question again. Then ask a new question that tests the same improvement.

CHANGE THE CHALLENGE

A2: "Use short questions and Portuguese explanations."

B1-B2: "Include an unexpected follow-up."

B2-C1: "Ask about decisions, trade-offs and evidence."

Use anonymised details. For pronunciation feedback, use a tool that receives your audio; text alone cannot show how you sounded.

SAY IT ALOUD / NA PRÁTICA

Faça uma simulação e compare duas tentativas. Que mudança você conseguiu fazer sozinho?

INTERVIEW DAY

Your one-page readiness check

Review the essentials, then focus on listening and responding.

CHECK	READY WHEN...
The role	You can name its three main priorities.
Your introduction	You can explain present, proof and next step.
Your stories	You have three real examples and know your own actions.
Your limits	You can discuss a gap honestly and ask for clarification.
Your questions	You have two or three that matter to your decision.
The details	You know the time zone, location or link and contact person.
Your setup	You have checked audio, camera, lighting and connection.
Your materials	Your CV and job description are accessible; notes are brief.

OPEN AND CLOSE

Open: "Hi, it's nice to meet you. Thank you for making the time."

Close: "Thank you. I enjoyed learning about the role. What are the next steps in the process?"

KEEP BESIDE YOU

Your value. Three stories. Three questions. A glass of water.

SAY IT ALOUD / NA PRÁTICA

Which achievement best shows that you can take ownership? What would make this company a good fit for you?

QUICK REFERENCE

Your interview phrase sheet

A compact review page. Personalise the phrases before using them.

PURPOSE	START HERE
Introduce yourself	"I'm a [role] with experience in..."
Show a strength	"One of my strengths is... For example..."
Tell a story	"The main challenge was... I decided to... As a result..."
Show learning	"What I learned was... I now..."
Explain a gap	"I haven't used that yet, but I've..."
Connect to the role	"That experience could help your team..."
Ask for a moment	"Let me think of a relevant example."
Check the question	"Do you mean... or...?"
Clarify pay	"Is that the base salary or the total package?"
Ask about success	"What would good performance look like?"
Ask about the process	"What are the next steps?"
Follow up	"I wanted to follow up on the process..."

YOUR THREE KEYWORDS

Story 1: _____

Story 2: _____

Story 3: _____

SAY IT ALOUD / NA PRÁTICA

Escolha três frases e complete com fatos seus. Pratique sem ler. Depois use uma frase diferente para expressar a mesma ideia.

FOR TEACHER FABIO

Turn the guide into a lesson.

A flexible 60-minute route with speaking as the final product.

TIME	TEACHING MOVE
0-5 min	Warm-up: choose a role and identify the learner's main concern.
5-12 min	Read one model on p. 7 or 21. Notice present, proof and next step.
12-20 min	Retrieve useful phrases from pp. 31-32. Make them personal.
20-30 min	Build a real STAR story with p. 12. Ask for actions and evidence.
30-43 min	Run a mock interview from pp. 35-37. Change the order; add follow-ups.
43-53 min	Use p. 41. Keep one strength, change one point and repeat.
53-60 min	Final product: record an introduction and one story without a script.

DIFFERENTIATE WITHOUT CHANGING THE GOAL

A2: Portuguese instructions, short models and one question at a time.

B1-B2: independent answers and one follow-up.

B2-C1: scope, trade-offs and how the result was checked.

VIDEO NOTES / P. 34

The structure is STAR. Tutoring can show skills such as adaptability and communication. The learner's chosen question and transfer answer will vary.
[4]

HOMEWORK THAT TRANSFERS

Assign one real job description, a completed role-match brief and two recordings of the same answer. Give feedback on a useful change between attempts.

YOUR NEXT STEP

Keep the practice going.

Instituto Headstart / Teacher Fabio / Career English Collection.

WELCOME GUIDE + LUPA

Leve uma pergunta deste guia para sua próxima prática. No Welcome Guide, continue explorando o inglês do Instituto Headstart. Na Lupa, combine sua rotina de nove minutos com respostas sobre sua própria experiência.

OPEN THE WELCOME GUIDE

Click the title or scan the QR code.
welcome-to-headstart.com.br

**YOUR NEXT THREE ACTIONS**

1. Complete your role-match brief.
2. Record an introduction and one STAR story.
3. Repeat after feedback, then try a new follow-up.

SOURCES & FURTHER PRACTICE / CLICK TO OPEN

Original guide and workbook activities by Instituto Headstart. These primary resources informed the interview structures and preparation notes. This guide is not affiliated with or endorsed by MIT or Harvard.

[1] MIT CAPD - Interview primer

[2] MIT CAPD - Using the STAR method

[3] MIT CAPD - Virtual Interviewing Tips

[4] MIT CAPD - Career Toolkit: Interviewing

[5] Harvard MCS - AI for Interviews and Offers

Source check: 8 Oct 2026 (UTC). Original cover illustration reused.

SAY IT ALOUD / NA PRÁTICA

Which real experience shows that you can take ownership? What would help you get up to speed in your next role?