

# Postgraduate Certificate

## Job Interviews in English





## Postgraduate Certificate Job Interviews in English

- » Modality: Online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Accreditation: 6 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtitude.com/us/school-of-languages/postgraduate-certificate/job-interviews-english](http://www.techtitude.com/us/school-of-languages/postgraduate-certificate/job-interviews-english)

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# 01

# Introduction

Passing a Job Interview is more complicated than it seems, since you have to compete with more candidates. Besides, when the interview is in English, the difficulties increase, especially if you do not speak the language perfectly. For this reason, TECH has developed this academic program, developed by a group of native teachers, in which the student will be taught the keys that must be controlled to conduct a successful interview, learning to speak in a clear, simple, but appropriate for the communicative situation. In short, a program that will be an added value in your qualification and will open the doors to a highly competitive labor market.





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*Knowing how to explain in English  
your academic preparation and work  
experience in job interviews will  
multiply your employability options”*

Today's companies operate in a globalized environment and are increasingly looking for employees with sufficient skills to be fluent in speaking and writing in English. But it is no longer enough just to have an academic degree that guarantees specific preparation in that language. Companies want to check, prior to hiring, that candidates can belong to international work environments communicating with the lingua franca and, for this, they use job interviews to prove it.

With this Postgraduate Certificate, TECH offers students a unique study opportunity, thanks to which they will be able to learn and practice the main issues that are usually taken into account in this type of meetings, in order to acquire the necessary skills to handle themselves fluently in such interviews. In this way, they will be able to demonstrate, orally, what their academic background is, their work experience, or their concerns with the position. All of this with simple language, but understandable enough to reach an adequate level of communication.

In addition, one of the main advantages of this program is that it is offered in a 100% online format, through a virtual campus where the student can find a multitude of theoretical and practical resources. Thus, the student will be able to easily self-manage their learning process, combining it perfectly with the rest of their daily activities.

This **Postgraduate Certificate in Job Interviews in English** contains the most complete and up-to-date educational program. Its most notable features are:

- ♦ Practical case studies presented by English teachers
- ♦ The graphic, schematic, and practical contents with which they are created provide scientific and practical information on the disciplines that are essential for professional practice
- ♦ Practical exercises where the self-assessment process can be carried out to improve learning
- ♦ Special emphasis on innovative methodologies for teaching languages
- ♦ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Access to content from any fixed or portable device with an Internet connection



*Taking this Postgraduate Certificate will give you the necessary fluency to succeed in job interviews in English"*

“A great number of job offers have a good command of English among their requirements. Study at TECH and make sure that this is not an obstacle to your professional growth”

Its teaching staff includes native English teachers, who bring to this program the experience of their work, as well as recognized specialists from leading societies and prestigious universities.

Its multimedia content, developed with the latest educational technology, will provide professionals with situated and contextualized learning, that is, a simulated environment that will provide immersive study set up to train them in real-life situations.

This program is designed around Problem-Based Learning, whereby the professional must try to solve the different professional practice situations that arise throughout the program. For this purpose, the student will be assisted by an innovative interactive video system created by renowned and experienced experts.

TECH is a 21st century University that is committed to online learning as the main method of study.

Improve your English skills and open the doors to a job market full of possibilities.



# 02 Objectives

Job interviews are the main moment for a candidate to demonstrate to the company that their profile is perfectly suited to the position offered, but, on many occasions, nerves often play a dirty trick. To prevent this from happening, it is necessary to be well prepared for the interview and, when it is in English, it is even more important. The main objective of this Postgraduate Certificate is to offer students the basic communicative tools so that they can successfully pass these selective processes.





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*Learning English will give you the confidence to attend job interviews in English without nerves”*



## General Objectives

- ♦ Solve basic and simple communicative tasks, in order to perform duties, both in a professional environment and in everyday situations
- ♦ Interact and express themselves in situations independently and appropriately, having a standard register in oral and written communication
- ♦ Define the most relevant social aspects of everyday life situations, and recognize the most common forms of social relationships
- ♦ Use the linguistic resources required to manage in workplace communication situations
- ♦ Develop resources and tools that enable them to assess and improve their own learning and use of the language
- ♦ Be able to understand the main points of clear, standard-language texts on familiar matters, whether in work, study or leisure situations
- ♦ Know how to cope in most of the situations that may arise in the workplace, where English is used as the lingua franca
- ♦ Be able to produce simple and coherent texts on topics that they are familiar with in the work or in which they have a personal interest
- ♦ Be able to describe work experiences, events, wishes and aspirations, as well as briefly justify their opinions or explain their work plans







## Specific Objectives

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- ♦ Be able to speak generally about professional and academic background, using explanations in past, present and future tenses
- ♦ Perform well at a job interview and be familiar with the standard basic and common vocabulary related to their educational background, job position and work experience
- ♦ Be able to react appropriately to common and routine questions you may be asked
- ♦ Use some discursive resources that help you avoid mental blocks when you forget something



*Acquire the skills to speak in English about your career path and successfully pass job interviews"*

03

# Structure and Content

This TECH program has been structured in such a way as to allow the student to handle the communicative tools that they will be able to apply in possible job interviews in English. In this way, they will learn how to present their academic background and work experience, but also how to speak in a formal way for an interview and to know a simple vocabulary adapted to the job position, with which they will be able to highlight their personal skills related to the job offer.





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*A first-class program to learn how to present  
your academic and professional CV"*

### Module 1. Job Interviews, Educational Background and Work Experience

- 1.1. Your Resume in English and Cover Letter Preparation
- 1.2. Secondary and Higher Education
- 1.3. Interview Formality
- 1.4. General Conversation with the Interviewer
- 1.5. Introduction to Job Descriptions
- 1.6. Tasks and Vocabulary Related to the Position
- 1.7. Job-Related Skills
- 1.8. Academic and Work Preferences
- 1.9. Speaking Simply About Work Experiences
- 1.10. Speaking Simply About Personal Experiences



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*Take away your fear of doing job interviews in English, improving your communication skills with this Postgraduate Certificate"*



04

# Methodology

This training program offers a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.







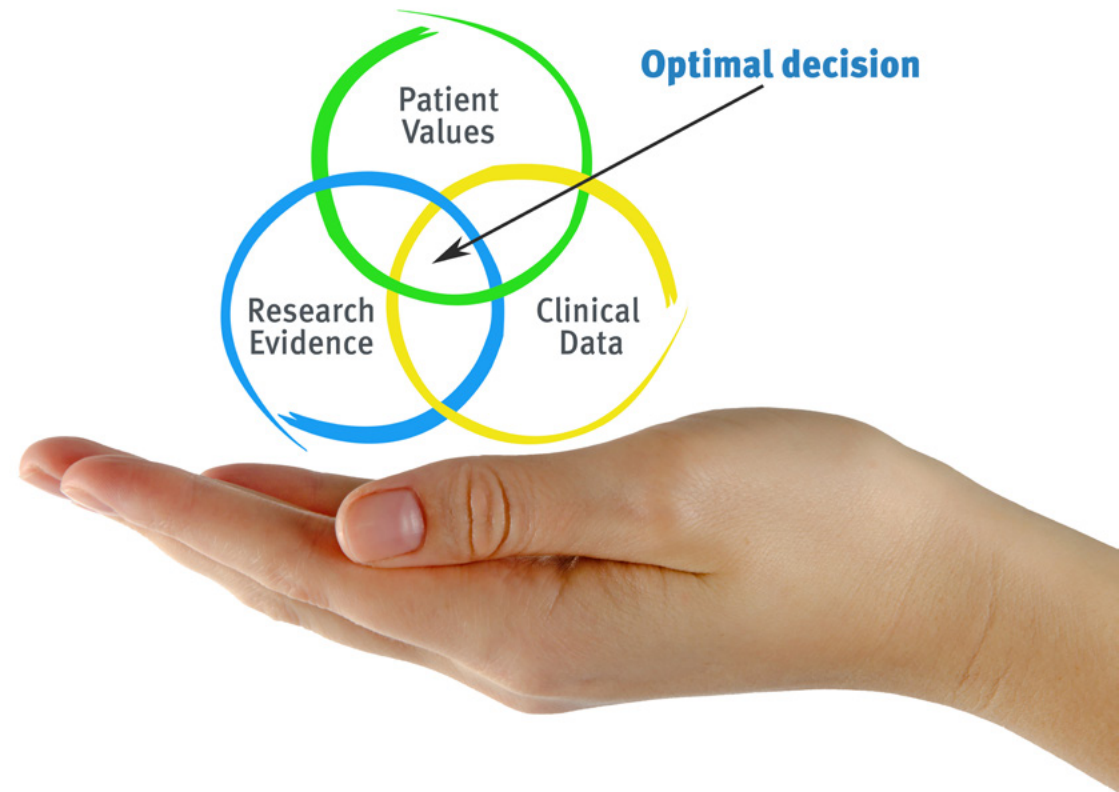
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*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## At TECH Education School we use the Case Method

In a given situation, what should a professional do? Throughout the program students will be presented with multiple simulated cases based on real situations, where they will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

*With TECH, educators can experience a learning methodology that is shaking the foundations of traditional universities around the world.*



*It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.*

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*Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method”*

#### The effectiveness of the method is justified by four fundamental achievements:

1. Educators who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.
2. The learning process is solidly focused on practical skills that allow educators to better integrate the knowledge into daily practice.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.



## Relearning Methodology

At TECH we enhance the case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine case studies with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.

*Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.*





At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology we have trained more than 85,000 educators with unprecedented success in all specialties. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort  
and better performance, involving you more in  
your specialization, developing a critical mindset,  
defending arguments, and contrasting opinions:  
a direct equation to success.*

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by our learning system is 8.01, according to the highest international standards.



This program offers the best educational material, prepared with professionals in mind:



#### Study Material

All teaching material is produced by the specialist educators who teach the course, specifically for the course, so that the teaching content is really specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Educational Techniques and Procedures on Video

TECH introduces students to the latest techniques, with the latest educational advances, and to the forefront of Education. All this, first-hand, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, you can watch them as many times as you want.



#### Interactive Summaries

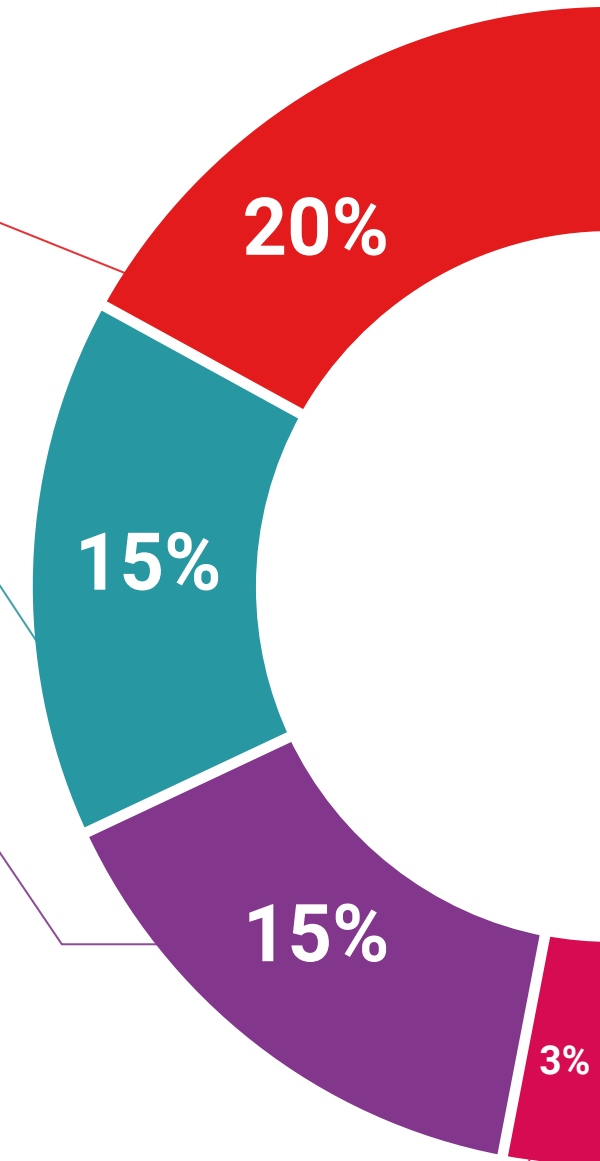
The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

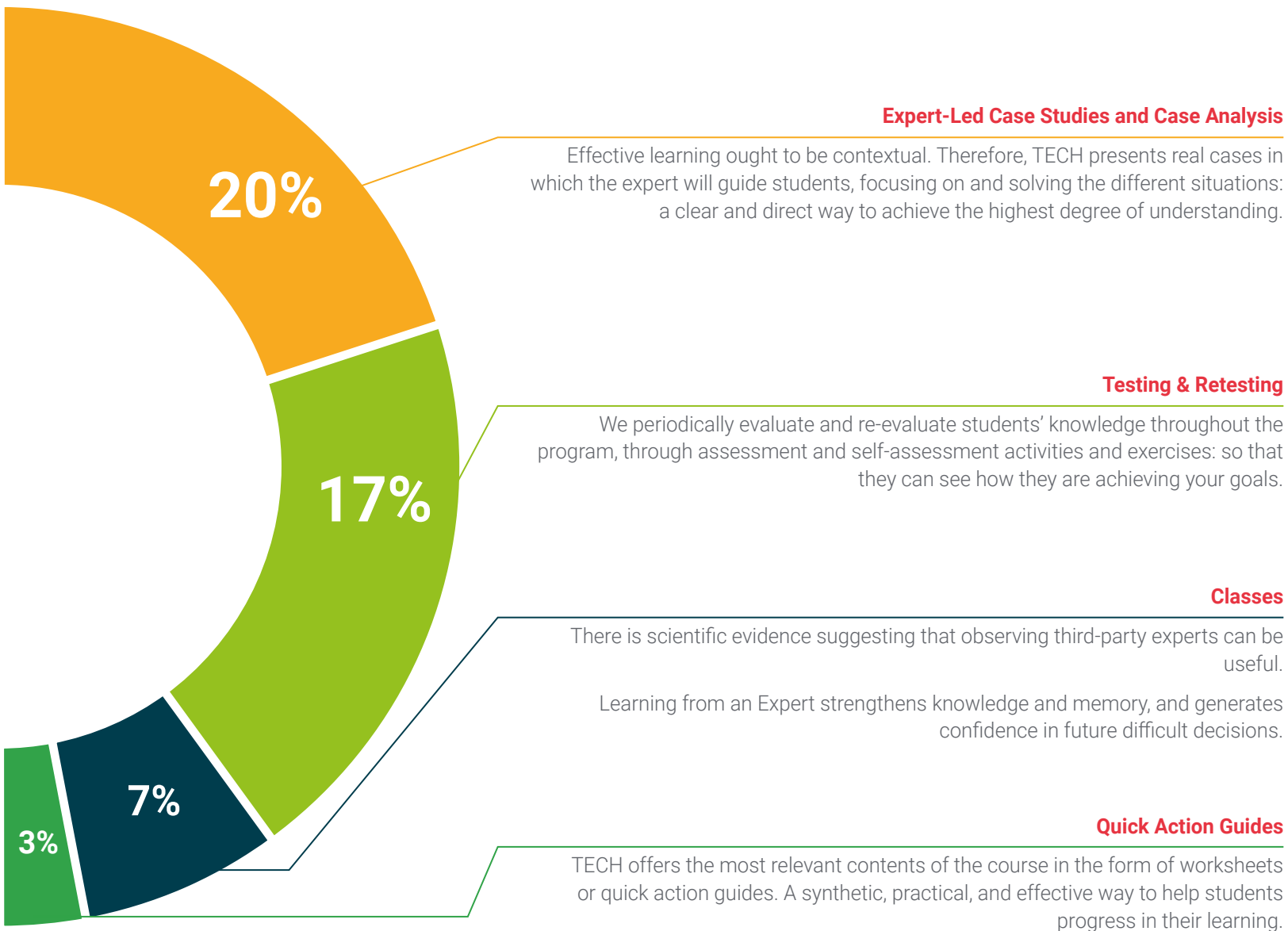
This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".



#### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.







# 05 Certificate

The Postgraduate Certificate in Job Interviews in English guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Technological University.





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*Successfully complete this program and  
receive your university qualification without  
having to travel or fill out laborious paperwork”*

This **Postgraduate Certificate in Job Interviews in English** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University**, is an official European University publicly recognized by the Government of Andorra (**official bulletin**). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University title**, is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Job Interviews in English**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**



future

health confidence people

education information tutors

guarantee accreditation teaching

institutions technology learning

community commitment

personalized service innovation

knowledge present quality

online training

development languages

virtual classroom

**tech** global  
university

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