



## **WHAT THIS EBOOK CAN DO FOR YOU?**

**This eBook covers Interview Preparation Tips which will help you clear any Interview with ease. Enter the Interview Room well prepared so that you can answer any interview questions without any hesitation and show confidence in answering in English.**

**You can use this to Practice with your friends, family or relatives and improve day to day.**

**This is our small effort to help you in your dream of speaking fluent English. The eBooks and spoken English course offered by us will definitely help you speak better English.**

**A million wishes,**

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# Handling Interview Questions

**Please introduce yourself? कृपया अपने आप का परिचय दो?**

**1) What is your strength? आपकी ताकत क्या है?**

Sir/Ma'am, I am a hard working person.

I am punctual and loyal to my work.

सर/मैम, मैं एक मेहनती व्यक्ति हूँ।

मैं समय का पाबंद और अपने काम के प्रति वफादार हूँ।

**The interviewer might, then, ask you:**

**फिर इंटरव्यू लेने वाला आपसे संभवतः पूछ सकता है:**

**a) How can you say that you are a hard-working person?**

**आप कैसे कह सकते हैं कि आप एक मेहनती व्यक्ति हैं?**

It's just because whatever task is assigned to me, I just get into it. I don't even see the time.

क्योंकि जो भी काम मुझे दिया जाता है, मैं बस उस में मग्न हो जाता हूँ, मैं समय की भी परवाह नहीं करता।

**b) You are punctual, how can you say so?**

**आप कैसे कह सकते हैं कि आप समय के पाबंद हैं?**

Because I always value the time, as I understand that "Time once gone, can never be regained."

क्योंकि मैं हमेशा समय को महत्व देता हूँ। मैं समझता हूँ की "समय एक बार बीत जाने पर कभी वापस नहीं आ सकता"

**c) How are you loyal to your work?**

**आप कैसे कह सकते हैं कि आप अपने काम के प्रकट बफादार हैं?**

Because I always treat my company like my own, that's why I work with honesty and dedication.

क्योंकि मैं हमेशा अपनी कंपनी को अपना खुद का समझता हूँ, इसलिए मैं इमानदारी और लगन के साथ काम करता हूँ।

**2) What is your weakness? आपकी कमी क्या है??**

I can't say NO if anyone asks me for help. I think, that's my weakness.

मैं "ना" नहीं कह सकता अगर कोई भी मुझसे मदद मागें। मुझे लगता है की ये मेरी कमजोरी है।

**The interviewer can again counter-question:**

**a) How is it your weakness?**

यह आपकी कमजोरी कैसे हुई?

It's because I need to work a little extra then.

क्योंकि तब मुझे थोड़ा अतिरिक्त काम करना पड़ जाता है।

b) Any other weakness?

कोई और कमजोरी?

I think I'm a very emotional person.

मुझे लगता है कि मैं बहुत भावुक व्यक्ति हूँ।

c) How is being emotional a weakness?

भावनात्मक होना कैसे एक कमजोरी है

Sometimes, we need to be selfish too; otherwise, we get into trouble.

कभी-कभी हमें स्वार्थी भी बनना पड़ता है; नहीं तो हम मुसीबत में पड़ जाते हैं।

### 3) Why do you want to work at our company?

**आप हमारी कंपनी में काम क्यों करना चाहते हैं ?**

It's a growing/reputed company in India. As far as, I've heard about it; the work environment is amazing out here. People really feel proud of working here. It's truly a golden opportunity for me to work here and explore my potential to the best.

यह भारत में एक बढ़ती / प्रतिष्ठित कंपनी है। जहाँ तक, मैंने इसके बारे में सुना है; यहां काम करने का माहौल अद्भुत है। यहां काम करके लोग वास्तव में गौरवान्वित महसूस करते हैं। यह वास्तव में मेरे लिए यहां काम करने और अपनी क्षमता को सर्वोत्तम तरीके से तलाशने का एक सुनहरा अवसर है।

### 4) Why should we hire you?

**हमें तुम्हारी नियुक्ति क्यों करनी चाहिए ?**

I am sure I'll turn out to be a key player of the company and I assure you; you'll never regret the decision to hire me.

मुझे यकीन है कि मैं कंपनी में एक प्रमुख खिलाड़ी बनूंगा और मैं आपको विश्वास दिलाता हूँ; कि आपको मुझे काम पर रखने के फैसले पर कभी पछतावा नहीं होगा।

## **5) Where do you see yourself after 5 years?**

### **5 साल बाद आप खुद को कहाँ देखते हैं??**

My short term goal is to become a key player in your company and my long term goal is to be in a respectable position in the company.

मेरा अल्पकालिक लक्ष्य आपकी कंपनी में एक प्रमुख खिलाड़ी बनना है और मेरा दीर्घकालिक लक्ष्य कंपनी में एक सम्मानजनक स्थिति में होना है।।

## **6) Can you work under pressure?**

### **क्या आप दबाव में काम कर सकते हैं?**

Yes, I can. Sometimes, we do need to work under pressure as well. That's not a problem for me at all.

हाँ मैं कर सकता हूँ। कई बार हमें दबाव में भी काम करना पड़ता है। यह मेरे लिए बिल्कुल भी समस्या नहीं है।

## 7) What's your salary Expectation?

**आपका वेतन को लेकर क्या उम्मीद है?**

As per the company's norms.(Fresher) /

I expect Rs.40000/- a month.(Experienced)

कंपनी की पॉलिसी के मुताबक। (Fresher) /

मेरी उम्मीद Rs.40000/- प्रति महीने की है। (Experienced)

## 8) Do you have any questions?

**क्या आपका कोई प्रश्न है?**

I would like to know about job timings.

मैं नौकरी के समय के बारे में जानना चाहता हूँ।

Always be genuine guys! If you are asked a question, that you're not well aware of; do start your answer with the phrase like "To the best of my knowledge" or "As far as I know" or "In my opinion", etc.

हमेशा सच्चे रहो दोस्तों! यदि आपसे कोई ऐसा प्रश्न पूछा जाता है, जिसके बारे में आप अच्छी तरह से नहीं जानते हैं; अपने उत्तर की शुरुआत "मेरे सर्वोत्तम ज्ञान के लिए" या "जहां तक मुझे पता है" या "मेरी राय में" आदि वाक्यांशों से करें।



# Introducing Yourself

**Question:** What's your name?

**Answers:**

My name is .../ I'm ...

My full/ first/ last name is ...

You can call me .../ They call me .../ Please call me .../ Everyone calls me ...

My nickname is ...

**Questions:**

**Where are you from?/ Where do you come from?**

**Where were you born?**

**Answers:**

I'm from .../ I hail from .../ I come from .../ My hometown is .../ I'm originally from ...  
(country)

I'm ... (nationality)

I was born in ...

**Question:** Where do you live?/ What's your address?

**Answers:**

- I live in ... / My address is ... (city)
- I live on ... (name) street.
- I live at ...
- I spent most of my life in ...
- I have lived in ... for/ since ...
- I grew up in ...

**Question: How old are you?**

**Answers:**

- I'm ... years old.
- I'm ...
- I'm over/ almost/ nearly ...
- I am around your age.
- I'm in my early twenties/ late thirties.

**Questions:**

**How many people are there in your family?**

**Who do you live with?/ With whom do you live?**

**Do you have any siblings?**

**Answers:**

- There are ... (number) people in my family. They are ...
- There are ... (number) of us in my family.

- My family has ... (number) people.
- I live with my ...
- I am the only child.
- I don't have any siblings.
- I have ... brothers and ... (number) sister.

**Questions:**

**What is your date of birth?/ When is your birthday?**

**What is your phone number?**

**Answers:**

- My birthday is on ...
- My phone number is ...

**Questions:**

**What do you do?/ What do you do for living?/ What's your job?/ What sort of work do you do?/ What line of work are you in?**

**What did you want to be when you grew up?**

**Answers:**

- I am a/ an ...
- I work as a/ an ...
- I work for (company) ... as a/ an ...
- I'm unemployed./ I am out of work./ I have been made redundant./ I am between jobs.

- I earn my living as a/ an ...
- I am looking for a job. / I am looking for work.
- I'm retired.
- I would like to be a/ an .../ I want to be a/ an ...
- I used to work as a/ an ... at ... (places)
- I just started as ... in the ... department.
- I work in/at a ... (places)
- I have been working in ... (city) for ... years.

### **Questions:**

**What's your hobby?/ What do you like?/ What do you like to do?/ What's your favorite ... ?**

### **Answers:**

- I like/ love/ enjoy/ ... (sports/ movies/ .../)
- I am interested in ...
- I am good at ...
- My hobby is .../ I am interesting in ...
- My hobbies are .../ My hobby is ...
- My favorite sport is ...
- My favorite color is ...
- I have a passion for ...
- My favorite place is ...
- I sometimes go to ... (places), I like it because ...

- I don't like/ dislike/ hate ...
- My favorite food/drink is ...
- My favorite singer/ band is ...
- My favorite day of the week is ... because

**Because:** (self-introduction sample)

- there are many things to see and do
- This is one of the most beautiful places I have been visited.
- I can relax there
- it's relaxing/ popular/ nice/ ...

**Questions: What do you like doing in your free time?/ What do you do in your spare time?**

**Answers:**

- In my free time, I like ...
- I like ... when I'm free.
- At weekends I sometimes go to ... (places)

**Questions:**

**Where do you study?**

**What do you study? / What is your major?**

**Answers:**

- I'm a student at ... (school)
- I study at .../ I am at .../ I go to ... (school)
- I study ... (majors)
- My major is ...

**Majors in English:** accounting, advertising, arts, biology, economics, history, humanities, marketing, journalism, sociology, philosophy, ...

### **Questions:**

**Which grade are you in?**

**Which year are you in?**

- I'm in ... grade.
- I'm in my first/ second/ third/ final year.
- I am a freshman.
- I graduated from .../ My previous school was ...

**Question: What's your favorite subject?**

### **Answers:**

- My favorite subject is ...
- I am good at ... (subjects)

**Subjects:** Maths, English, Physics, Physical Education, Science, Music, ...

**Questions: What is your marital status?**

**Are you married?**

**Do you have a boyfriend/ girlfriend?**

### **Answers:**

- I'm married/ single/ engaged/ divorced.
- I'm not seeing/ dating anyone.
- I'm not ready for a serious relationship.
- I'm going out with a ... (someone)
- I'm in a relationship./ I'm in an open relationship.
- It's complicated.
- I have a boyfriend/ girlfriend/ lover/ ...
- I'm in love with ... (someone)
- I'm going through a divorce.
- I have a husband/ wife.
- I'm a happily married man/ woman.
- I have a happy/ unhappy marriage.
- My wife/ husband and I, we're separated.
- I am available.
- I haven't found what I'm looking for.
- I'm ready for a rebound relationship.
- I'm a widow/ widower.
- I'm still looking for the one.
- I (don't) have ... (number) children.

### **Introduce Your Personality Traits**

- I am a ... person/ I'm ... (character & personality)
- My best quality is ... (character & personality)

**Character & Personality for self-introduction:** brave, calm, gentle, courteous, creative, hard-working, rude, unfriendly, unreliable, lazy, stingy, insensitive, ...

## Written Interviews

1.

**Rahul:** May I come in sir?

**Interviewer:** Yes please.....Have a seat.....How are you doing?

**Rahul:** I am doing well. Thank You.

**Interviewer:** You are.....

**Rahul:** Rahul

**Interviewer:** I see. Rahul, tell me something about yourself?

**Rahul:** Sir, I am Rahul. I am 23 years old. I belong to Dehradun. I have done B.Tech from MITTE University in 2011. We are four members in family, including my Dad, Mom and My elder brother. My Dad works in a bank, Mom is a housewife and my brother is pursuing MBA from IIM Ahmadabad. And my hobby is listening to music.

**Interviewer:** You have done B.Tech so what's the point of coming in BPO industry?

**Rahul:** Sir, BPO industry is a booming industry. As far as I know, 75% of the IT revenue comes from this industry. There are good opportunities. Facilities are good as well.

**Interviewer:** Rahul, do you know what BPO stands for?

**Rahul:** Yes sir, it's Business Process Outsourcing.

**Interviewer:** That's correct. Okay, you said your brother is pursuing MBA from IIM, Can you tell me something about IIM?

**Rahul:** Well, I've just heard that IIMs are reputed institutes in India and the students of IIMs have a bright future.



**Interviewer:** Alright, your hobby is listening to music, right?

**Rahul:** Yes sir.

**Interviewer:** What kind of music?

**Rahul:** Sir, I like soft music like soft instruments being used and soft voice.

**Interviewer:** What do you mean by soft?

**Rahul:** Sir, I mean slow romantic songs with slow music, a bit of guitar playing slowly used.....

**Interviewer:** I see. Rahul, do you celebrate your birthday?

**Rahul:** Yes sir. I do.

**Interviewer:** How?

**Rahul:** I just cut the cake and enjoy with friends and family members.

**Interviewer:** How did you celebrate your last birthday?

**Rahul:** Sir, I had invited my friends at home. My brother had brought a Cake, burgers, sandwiches, chowmein etc. We had it. That's it.

**Interviewer:** I see. So it was simple?

**Rahul:** Yes sir.

**Interviewer:** What do you know about call centers?

**Rahul:** Sir, Call center is a place where calls are either received or made. There are two types of processes; inbound and outbound. In inbound, we receive a call from customers and in outbound, we make a call to them.

**Interviewer:** Not a bad answer. So you have decided to join call center, right?

**Rahul:** Yes sir.

**Interviewer:** Ok Rahul, it was pleasure talking to you. You can wait outside for the feedback.

**Rahul:** Thank you, sir.

## 2.

**Arpit.** May I come in Sir?

**Interviewer.** Come in.

**Arpit.** Good Afternoon sir.

**Interviewer.** Very good afternoon. Have a seat. What is your good name?

**Arpit.** Sir Arpit.

**Interviewer.** It's a good name.

**Arpit.** Thank you sir.

**Interviewer.** Arpit, how old are you?

**Arpit.** sir, I am 19.

**Interviewer.** pretty young.....Anyways, tell me something about yourself young guy?

**Arpit.** Sir, My name is Arpit Chauhan. I am a graduate. I have got 6 months of work experience working with a private company. My hobby is playing cricket.

**Interviewer.** How long is the cricket pitch?

**Arpit.** Sir, it is 22 yards.

**Interviewer.** That's great. Can you tell me about the position of Gully, cover, extra cover etc?

**Arpit.** Sir, not much idea of it.

**Interviewer.** Let me tell you one thing, if you are not sure about something; don't ever raise that topic in an interview. You are a young guy and probably quite new to interviews. Correct?

**Arpit.** Yes sir.

**Interviewer.** So be cautious from the next time, okay. Anyways, let's discuss about something else...What do you understand by customer service?

**Arpit.** Sir, Customer service is, where you have to handle the customer with care, provide correct information and if the customer turns irate on the call, you have to deal patiently.

**Interviewer.** If the customer keeps abusing you, then?

**Arpit.** Well sir, Customer is just like God for business. So if he abuses, we have to politely deal.

**Interviewer.** Ok, We are going to play extempore now. I'll give you words on which you'll have to

speak. You can't stop speaking unless I provide you another word. Keep speaking anything that comes

in your mind but not to stop, okay?

**Arpit.** Ok sir. I'll try my best.

**Interviewer.** Here we start. Black....

**Arpit:** Sir, Black is my favorite color. I love to wear black clothes, particularly formal dresses in black color. I like black color mobile, black cars and almost everything I want to have is of black color. Black is a royal color. Black color is....

**Interviewer.** Mobile....

**Arpit.** Sir, Mobile is the necessity of today's fast life. Mobile is not only used for calling but also for entertainment. People are opting android & windows mobiles now as they are getting cheaper day by day due to competition among companies. These mobiles are having facilities like music, video, games and lot many other things. Mobile technology is...

**Interviewer.** Games....

**Arpit.** Games are so many but my favorite is cricket. I love playing cricket with my friends. I bat well. I have received plenty of awards in batting such as 50 runs in just 12 balls, fastest hundred in my college, 50s in 3 consecutive matches etc . I am the captain of my team. I have been playing since I was in 6th standard....

**Interviewer.** Water.....

**Arpit.** Water is the most important part of our life. We can't live without water as there is no life if there is no water....

**Interviewer.** alright, that's it now. It was good Arpit.

**Arpit.** Thank you sir.

**Interviewer.** Arpit, I have not much to ask you now. You can go and wait outside for the result.

**Arpit.** Ok sir. Thank you sir.

### 3.

**Priya.** May I come in sir?

**Interviewer.** Yes, Come in please. Have a seat. What's your good name?

**Priya.** Sir, My name is Priya.

**Interviewer.** Hello Priya. My name is Mojib Khan and I am working here as an HR executive. May I have your introduction please?

**Priya.** Sir, I am Priya. I live in Dilshad Garden. I am a post graduate. My Father is in Army. My mother is a teacher. I have two elder brothers. Both of them are working. My hobbies are watching movies and listening to music.

**Interviewer.** How old are you?

**Priya.** Sir, I am 24.

**Interviewer.** Great. Your mother is a teacher so didn't you apply for any teaching job?

**Priya.** I applied but I couldn't get through.

**Interviewer.** So what about BPO jobs? If you get an opportunity somewhere in teaching, then you may leave us, right?

**Priya.** Not at all sir, if I get good working environment and growth opportunities on the basis of my performance, then obviously there is no point to switch the job.

**Interviewer.** But opportunities may take time.

**Priya.** Sir, I think if I perform extremely well, I can get promotion earlier than usual.

**Interviewer.** Your attitude is positive, no doubt. I like it. But in customer service, customers might abuse you sometimes, will you be able to handle?

**Priya.** Sir, I know that. My friends are working in call centers. They have told me. I have no issues with that.

**Interviewer.** Good. Okay, Say something about Delhi?

**Priya.** Sir, Delhi is the capital of India. I like Delhi a lot as I have been living here since birth. Delhi is a beautiful city. There are many monuments here such as the Qutub Minar, the Lal Qila etc. There are so many places to see. But pollution has been one of the major issues here due to very high population and vehicles being used. Still I love this city.

**Interviewer.** Priya, if I ask you to sign a 2-year bond with us, what would be your answer?

**Priya.** I've no issues sir.

**Interviewer.** Alright then, You sit outside and wait for the result, okay?

**Priya.** Okay Sir, Thankyou

# How to make resume

## **1. Add your name and contact information**

The top of your resume should include the following information:

- Name
- Phone number
- Location (City, State, Zip Code)
- Email Address
- LinkedIn profile URL

## **2. Write a standout resume headline**

A resume headline is a concise, one-line description of who you are as a candidate.

- Include keywords from the job posting, ideally the job title.
- Keep it short. Try to write under ten words.

Use title case (capitalize the first letter of each word) and adjust your font so the headline stands out visually

## **3. Add your professional resume summary statement**

*Career experts rarely recommend including a resume objective statement, (in the case of career changes)*

- Look for patterns in your work history and include a concise overview.
- Include your most important and relevant skills.
- Mention your most impressive achievements.

- Incorporate keywords from the job description.

#### **4. Detail your work experience**

List each job in reverse-chronological order. Each job should have its own subheading that includes the following information:

- Company
- Job location
- Your job title
- Start and end dates
- Use a traditional section title, like "Work Experience," "Professional Experience," or "Job History."
- Include measurable results where possible.
- Add as many relevant skills and keywords from the job description as possible.
- Tailor the information to the jobs you apply.

#### **5. List relevant skills and keywords**

#### **6. Add your education, certifications, and any other relevant information**

##### **Education**

- Name of Institution
- Degree

- School Location
- Years Attended

### **Awards, Accolades, & Certifications**

## **7. Polish up your grammar and formatting**

\*\*\*\*\*THE END\*\*\*\*\*