

Activity 1 Choosing the Best Answer

Read each interview question and the three possible answers. Choose the one that best shows professionalism, clarity, and structure (STAR). Justify your choice briefly.

Question 1: How do you ensure accuracy when preparing a financial report?

- A) I usually check everything once before sending it, and that's enough.
 - B) Accuracy is essential. I verify data using control sheets, cross-check totals, and review calculations before submission.
 - C) I try my best to make sure numbers look right.
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Question 2: How do you manage your time when working on multiple client files?

- A) I just do the hardest tasks first and hope I can finish on time.
 - B) I prioritize tasks daily, use checklists, and update clients regularly to maintain efficiency and transparency.
 - C) I usually multitask as much as I can.
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Question 3: Tell me about a time you had to solve a client issue quickly.

- A) I told my colleague to handle it because I was busy.
 - B) During my internship, I managed a delayed transaction by calling the client, confirming details, and ensuring resolution within the same day.
 - C) I did my best to solve it as fast as possible.
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Activity 2 Reordering the Professional Response

Below are interview answers with sentences out of order. Reorder them into a logical professional flow: Introduction → Example/Action → Outcome

Question 1: Describe a project where teamwork improved results.

- a. We achieved a 15% improvement in client satisfaction compared to the previous quarter.
 - b. During my management training project, our team worked on optimizing customer feedback procedures.
 - c. We divided responsibilities based on strengths and used weekly meetings to coordinate effectively.
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Question 2: Tell me about a time you worked under pressure.

- a. The report was completed 2 hours before the deadline and validated without corrections.
 - b. I managed my time carefully, verified key data, and asked a colleague for a quick peer check.
 - c. Last semester, I had to finalize a finance project while preparing for exams.
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Question 3: Describe a situation where you had to lead a small group.

- a. During an enterprise simulation task, I was selected to coordinate the marketing section.
 - b. I divided the group's tasks, clarified objectives, and encouraged short daily check-ins.
 - c. As a result, we delivered a structured presentation that impressed our evaluator.
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Interview Practice

In pairs, take the roles of the interviewer/ interviewee to answer and practice the following interview questions (each student answer 2 questions)

- 1)- Tell me about yourself.
- 2)- What are your main strengths at work or during your studies?
- 3)- What do you usually do to make sure your work is accurate and professional?
- 4)- Why do you think you would be a good fit for a position in your field?