

A background image showing a group of people's hands stacked on top of each other on a wooden table, symbolizing teamwork. The image is partially covered by a yellow and blue geometric overlay.

# **NEW BUSINESS ENGLISH 5**

## **Lesson 10**

### **Asking About the Next Steps**



# LEARNING GOALS

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- ◆ Asking About the Next Steps
- ◆ Closing an Interview





# What would you say?

**Scenario:** Your job interview just ended and you wished to ask about the next step in the hiring process.



Do you have  
any questions?

## Situational Dialogue

- ▶ Robert asks about the next steps in the hiring process.

**Dawn Brooke**



**Robert Phillips**





Well, Mr. Phillips. That's all for the interview. Thanks for coming today. If you're accepted, when is your earliest starting date?

I'm between jobs now, so I can join you as soon as I receive the offer.

That's good. Do you have any other questions?

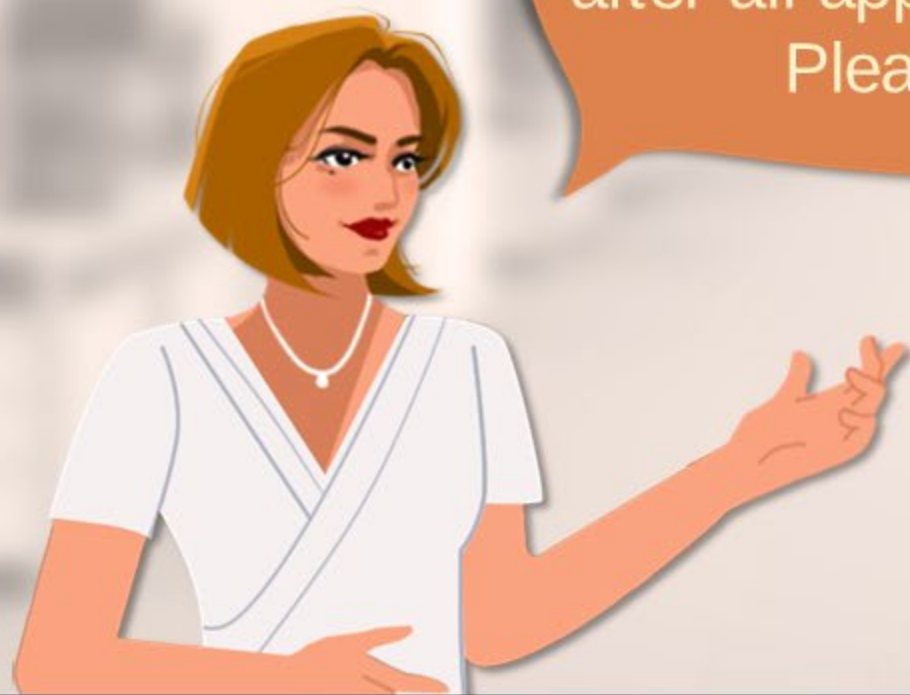







May I know the next step  
in the process so that I can  
make a follow-up?

We will get back to you soon  
after all applicants are interviewed.  
Please wait patiently.





That is noted, Ms. Brooke. Please don't hesitate to reach out if you need anything from me. I would like to thank you for giving me this opportunity to participate in this job interview and for making me feel at ease.





## Key Vocabulary

Learn the new words and answer the questions.



### between jobs

*(phr.) a person who does not have a job but is actively looking for one*

e.g. I have to keep on seeking for jobs because I have been in **between jobs** for almost a month now.



### follow-up

*(n.) a further action connected with something that happened before*

e.g. Doing a **follow-up** is often tough because some colleagues are unreachable.



### applicant

*(n.) someone who has applied for a job, a place on a course, etc.*

e.g. All the job **applicants** were requested to stay in the lounge.



## Dialogue Review

Have a role play and answer the questions.



*Robert asks about the next steps in the hiring process.*

**Dawn:** Well, Mr. Phillips. That's all for the interview.

Thanks for coming today. If you're accepted, when is your earliest starting date?

**Robert:** I'm **between jobs** now, so I can join you as soon as I receive the offer.

**Dawn:** That's good. Do you have any other questions?

**Robert:** May I know the next steps in the process so that I can make a **follow-up**?

**Dawn:** We will get back to you soon after all **applicants** are interviewed.

Please wait patiently.

**Robert:** That is noted, Ms. Brooke. Please don't hesitate to reach out if you need anything more from me. I would like to thank you for giving me this opportunity to participate in this job interview and for making me feel at ease.



*Robert asks about the next steps in the hiring process.*

**Dawn:** Well, Mr. Phillips. That's all for the interview.

Thanks for coming today. If you're accepted, when is your earliest starting date?

**Robert:** I'm between jobs now, so I can join you as soon as I receive the offer.

**Dawn:** That's good. Do you have any other questions?  **1. Asking About the Next Steps**

**Robert:** **May I know the next steps in the process so that I can make a follow-up?**

**Dawn:** We will get back to you soon after all applicants are interviewed.

Please wait patiently.

 **2. Closing an Interview**

**Robert:** That is noted, Ms. Brooke. Please don't hesitate to reach out if you need anything more from me. **I would like to thank you for giving me this opportunity to participate in this job interview and for making me feel at ease.**



# Learning Goals

Learn the key expressions and sentence structures.

## .∴ Asking About the Next Steps

Example Questions:

- May I know the next step in the process?
- What are the next steps after this interview?
- Who should I stay in touch with?
- When are you looking to fill this position?
- If I were offered a job, when would I start?
- When do you expect to notify the selected candidates??

### What to ask after an interview:

- hiring process
- contact information
- business card



*Why is it important to confirm some information with the interviewer?*

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Closing an Interview

- I am grateful for...
- I would like to thank you for...
- I appreciate your time in...

Example Sentences:

- I am grateful for your time to interview me for the open role.  
I am thrilled about the prospect of working in this position.
- I would like to thank you for giving me this opportunity to participate in this job interview and for making me feel at ease.  
I have found the experience constructive and very interesting.

### Tips to make a lasting impression:

- Show gratitude
- Make eye contact.
- Give a firm handshake.
- Smile.



*What is the importance of closing an interview?*



# Semi-open Dialogue

Have a role play.

**Scenario:** Ask the interviewer about the next steps.

**End your interview with a lasting impression.**



∴ You can refer to the following steps:

- **Asking About the Next Steps**

May I know... / When do you expect...

- **Closing an Interview**

I am grateful for... / I would like to thank you for...

Learn four things you can do after an interview.

### ∴ 4 Things to Do After an Interview



#### **Send a thank you note.**

The simple act of thanking your interviewer makes a big impact. You can send an email or you can mail a handwritten note.



#### **Write down key points.**

Write down any key points that were covered or asked, as you may be asked similar questions again in subsequent interviews.



#### **Follow-up.**

Sending a follow up message will remind your interviewer and it will help you stay at the top of their mind. Keep it short and clear.



#### **Be patient.**

Remember that everything takes time, and it's all part of the process. Try to relax knowing that you did everything you could.



*What will you do if the interviewer did not call you back?*



# Overview

## Keywords and expressions:

between jobs/ follow-up/ applicant

May I know the next step in the process?

Who should I stay in touch with?

When are you looking to fill this position?

I am grateful for...

I would like to thank you for...

I appreciate your time in...

