

# ENGLISH JOB INTERVIEW WORKSHOP

YOUR PATH TO A BRIGHTER FUTURE



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*You speak English. You've completed your high school and university English courses and have some ability in the English language, but you've never had a job interview in English. Don't fret. Don't worry, help is here.*

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## TIPS FOR YOUR ENGLISH JOB INTERVIEW

Getting a date and time for your job interview can feel like a dream come true. You might feel like you're on Cloud 9 for a good while. Which is soon followed by the sudden realisation that you it will be an English job interview, a revelation that can lead to anxiety and stress.

### GET READY

This workshop is a great place to start. In this workshop, you will be provided with more than 40 English job interview questions that are quite common. You'll learn what questions to expect and get a better understanding of how recruiters think. You'll see the interview and yourself from their point of view and gain insights into process. There are often good and bad ways to answer each questions, and I'll show you how you can best answer their questions.



## THE MOST IMPORTANT THING

Practise Practise Practise! Get in there. You need to put yourself in the situation similar to the English job interview. Become familiar with the types of questions you can expect so that you're not surprised later in an interview. Practise giving answers in English. The more you practise, the more comfortable you will feel in the interview. Develop a mind map of the whole interview process and all of the typical questions so that you are ready for the interview.

**Content is the most important thing. Take a long, honest look at yourself and your career. Think about your experience, colleagues, professional relationships, conflicts, accomplishments.**

**Research the company as well. What are their strong and weak points? How are they different from their competitors? Why do you want to work for them? Study their job advertisement. What type of person are they looking for?**



# WHAT ABOUT GRAMMAR?

If you are trying to get ready for a job interview next month or next week, you will have to use your current level of grammar. It takes time to change your level of English, and a commitment to study English regularly for 3 or 4 months can make you feel more confident in your ability to express yourself accurately in English.... in 3 or 4 months. But if you only have a week or 2 to get ready for an interview, the most important thing now is to practise the interview. Practise the interview enough that you feel comfortable enough to smile, use a loud voice, give good eye contact, and project confidence. Practise with a qualified native English teacher who can help you with your presentation, correct your big mistakes, and give you confidence.



## THE NEXT STEPS

- 1 Spend a good amount of time applying the framework to your career history and career goals to better tailor your answers
- 2 Book a practise workshop with English with Ken where you can practise live, one on one with a native English speaker. You'll receive helpful tips & advice, valuable feedback on the quality of your answers, corrections, vocabulary suggestions, and a patient, attentive ear. After practising with me, you'll feel more confident, better prepared, and ready for anything

## LONG TERM GOALS

Of course, your effectiveness in a job interview can be greatly improved if you raise your English level. If your long term goal is to work in an English speaking environment, then learning English in a one on one environment can make you a more fluent, more effective, and more powerful communicator. Contact English with Ken to discuss how you can achieve your long term English goals.

# PREPARATION

**Some basic preparation before the interview can go a long way in helping you seem more polished in your job interview.**



Your main task here is to find out as much about the company as possible and see where you, your skills, experience, and education match well. In other words, how does what they need match what you are offering?

You'll need to do some research. Visit their official website, scour their job advertisement for clues, Google any new stories about the company's past and future activities, and talk to anyone that might know a bit about working there.

*The worksheet on the next page will guide you through the process, step by step.*

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## The Company

## Your Skills, Experience, Education

The Company

Their Mission Statement

Key Words On Their Website

Their Competition

Their Past Activities

Their Future Plans

Their Company Culture

The Job Requirements

Their Ideal Personality



# THE QUESTIONS

As early as possible start preparing for the interview. Good homework will definitely equal better results at your English job interview. The first bit of preparation is familiarising yourself with the types of questions you will encounter in the interview so that you can start to mentally prepare yourself. Here is a list of all the English interview questions that we'll prepare for during the workshop. In the following parts of the workshop, we'll go into deeper detail for each question.



# ENGLISH JOB INTERVIEW QUESTIONS

## Opening Questions:

- Tell me about yourself.
- How did you hear about this position?
- Why do you want to work at this company?
- Why do you want this job?
- What should I know that's not on your resume?

## Questions about your Work Style:

- What's your current salary?
- What are you looking for in a new position?
- What type of work environment do you prefer?
- What's your work style?
- What's your management style?
- How do you like to be managed?
- How would your boss and co-workers describe you?
- How do you deal with pressure or stressful situations?

## Questions about your Strengths:

- Why should we hire you?
- What can you bring to the company?
- What are your greatest strengths?
- What is your greatest professional achievement?
- Tell me about a time you demonstrated leadership skills.
- What makes you unique?

# ENGLISH JOB INTERVIEW QUESTIONS

## Questions about your Goals:

- Do you consider yourself successful?
- Where do you see yourself in five years?
- How do you plan to achieve your career goals?
- What's your dream job?

## Personal Questions:

- What do you like to do outside of work?
- How do you balance your work and personal life?
- What are you passionate about?
- What motivates you?

## Tricky Questions:

- What do you consider to be your weaknesses?
- Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
- What's a time you disagreed with a decision that was made at work?
- Tell me about a time you made a mistake.
- Tell me about a time you failed.
- Why are you leaving your current job?
- Why were you fired?
- Why was there a gap in your employment?
- Can you explain why you changed career paths?
- What do you like least about your job?
- What are your pet peeves?

# ENGLISH JOB INTERVIEW QUESTIONS

## Closing Questions

- What would your first 30, 60, or 90 days look like in this role?
- What are your salary expectations?
- What do you think we could do better or differently?
- When can you start?
- Are you willing to relocate?
- What other companies are you interviewing with?
- Is there anything else you'd like us to know?
- Do you have any questions for us?





*An interview often starts with these open questions because they give you a lot of freedom to direct your answers and reveal yourself.*

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These questions may seem straightforward, but there are some tips that can help you improve your answers.

## OPENING QUESTIONS

1. Tell Me About Yourself.
2. How Did You Hear About This Position?
3. Why Do You Want to Work at This Company?
4. Why Do You Want This Job?
5. What Should I Know That's Not on Your Resume?



# OPENING QUESTIONS

## 1 Tell me about yourself

This question sounds simple, but many people get it wrong. The standard response from most job interview candidates is to repeat everything that you listed on their CV or resume. There are a few problems with this approach.

First of all, the interviewer already read your CV when they selected you, then they re-read it before you walked in, so when you hit them again with exactly the same information, in exactly the same format, you are not engaging or interesting them.

Secondly, as this is one of the first questions they may ask, you are missing an opportunity to make a good first impression. Take this time to set the tone of the interview and sell yourself and your key strengths. You can also use the present, past and future formula. Briefly talk about your current role (including a significant achievement), next explain your past development in your job, and finally explain why you would be ideal for this new role.

## 2 How did you find out about this job?

This question seems innocent enough, but in fact it presents you with a chance to show off a bit. You can show off your personal or professional network who are connected with the company. If you learned about the company through an event or article, share it. Even if you found the offer through a job advert, say what interested you about it.

# OPENING QUESTIONS

## 3 Why do you want to work for this company?

Research is key to your answer here, so get on Google and read up on the company.

Your answer should use these strategies:

- Why is this company unique?
- Why are you personally interested in this company?
- How has the company grown and changed over the years?
- What potential for future growth do you see in the company and its industry?

## 4 Why do you want this job?

If you can show your passion for the job, you'll be in a good position. Talk about why you LOVE the job. Or perhaps you are ambitious and the job allows for personal and professional growth.

## 5 What should I know that is not on your CV?

After a while, most CV's start to look the same. Your recruiter might want to develop a personal connection to your CV data, and want to know more about you. Talk about a positive story or strength that illustrates yourself in a different light.



*Remember who you are and what you know and use the opportunity to impress the interviewer.*

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An English job interview can be less stressful if you don't focus on the grammar and vocabulary, and instead focus on the content. Remember who you are and what you know and use the opportunity to impress the interviewer. The questions in this section focus on your work style, which is something that you are an expert on.

## **YOUR WORK STYLE**

1. What are you looking for in your new job?
2. What kind of work environment do you prefer?
3. What is your work style?
4. What is your management style?
5. How do you like to be managed?
6. How would your boss and colleagues describe you?
7. How do you deal with pressure or stressful situations?

# YOUR WORK STYLE

## 1 What are you looking for in your new job?

Your answer should mention the same things this job has to offer. Be specific and use elements of their job posting advertisement.

## 2 What kind of work environment do you prefer?

It is ideal if your preferred environment is similar to the target company's. Use specific examples from the interviewer and the job ad.

## 3 What's your work style?

Help the interviewer to visualise you in the job position. What will working with you look like? How well will you fit into their team? Show them how well you can complement their team's strengths and fit in with the company culture. The question is open, so you will have a lot of freedom in answering, but try to stay positive. And remember that telling a story can make your answer more memorable.

## 4 What's your management style?

There is no one single management style that is best for all companies, teams, or cultures. Be confident of your own unique style and help the interviewer visualise it. Are you like a sports coach? A personal trainer, a consultant, a mediator, an army sergeant, or a friend? Share some of your success stories, awards, and statistics.

# YOUR WORK STYLE

## 5 How would you like to be managed?

Companies are looking for someone that fits well into their current management and organizational model. There might be some key language in the job advert such as “self-motivated, having initiative, or independent” which gives hints about the type of management you can expect. Be honest, but choose your management preferences that match the target company. Illustrate these with positive stories of what your previous bosses have done to motivate you and help you grow.

## 6 How would your boss and colleagues describe you?

Remember that the HR manager may call your former bosses and colleagues for references, so be honest. You can also use this opportunity to show off strengths and qualities that you haven't mentioned yet.

## 7 How do you deal with pressure or stressful situations?

Many people answer this question by talking themselves up to being some sort of bullet proof Superman that can handle any sort of crisis without breaking into a sweat. However, if you are only mortal, it can help if you answer honestly. You can talk about your organisational, personal, or communication skills that help you avoid crisis management situations. Alternatively, you could explain your coping strategies like regular physical exercise.





*It may seem a simple task for a job interview, but many people have difficulty boasting about themselves.*

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These interview questions ask you to show pride and confidence. It may seem a simple task for a job interview, but many people have difficulty boasting about themselves. Here are a few tips

## **YOUR STRENGTHS**

1. Why should we hire you?
2. What can you bring to the company?
3. What are your greatest strengths?
4. What is your greatest professional achievement?
5. Tell me about a time you demonstrated leadership skills.
6. What makes you unique?

# YOUR STRENGTHS

## 1 Why should we hire you?

These words are very forward and you might feel a bit intimidated about answering, especially if you're not the type to boast. No matter your personality, this is the time to show confidence and sell yourself. You need to make them believe that you can do the work, deliver results, and fit into their team and culture.

## 2 What can you bring to the company?

Repeating your work history may not be the best strategy here. Instead, tailor your answer to the company and their problems and challenges. You might have uncovered hints of these issues in the job advert, or in your research. Perhaps they mentioned some of these challenges in your earlier interviews. Your goal is to connect your skills with their present needs.

## 3 What are your greatest strengths?

Don't go for the machine gun approach here. Quality beats quantity. Choose 1 or 2 specific traits that the job requires and convince the recruiter using examples and stories. Paint a picture to make the story more memorable. If you have trouble boasting about yourself, think about what your supervisors have said to you personally and in your performance reviews. Additionally, tell them about the compliments you have received from your colleagues or clients.

# YOUR STRENGTHS

## 4 Tell me about a time you demonstrated leadership skills.

Even if you have never been a manager or assistant manager, you still had experiences where you acted like a leader. Think about a time when you led a project, took initiative, or helped motivate your team. This is a good opportunity to use the STAR technique: Situation, Task, Action, Result. Breaking your answer into these 4 parts can organise the story help the interviewer follow you.

## 5 What is your greatest professional achievement?

You have many moments in your career that you're proud of, but how can you best impress your interviewer? First, think again of the company and the position, and consider what they want you to bring. Next, be ready with quantifiable information: numbers. What percentage did you increase sales? By how much time did you reduce the process length? This is another question that works well with the STAR approach. Explain the background situation, the task that you had to give the interviewer context (e.g., "In my job as a marketing assistant, it was my role to manage social media campaigns"), then describe the action you took and the result you achieved: "In one year, I increased online engagement and by 35%.

## 6 What makes you unique?

Remember to keep it relevant to the position and the qualities the interviewer is seeking. Think back on your research again and consider the type of candidate they are looking for. Think about why your colleagues turn to you for help. Think about the people you have worked with and how your work style and work attitude is different from theirs.



## THE STAR TECHNIQUE

The STAR Technique to the job interview organises your thoughts and make your answers clearer and more effective. What's more, the process is really quite simple and easy to execute, but the results are excellent. This quick session shows you how.

**THE STAR METHOD** is the fomula for creating your best response to behavioral-based questions. You can present your thoughts and experience in this manner.

*The STAR Technique to the job interview organises your thoughts and make your answers clearer and more effective.*

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# THE STAR TECHNIQUE

## THE TIPS:

The answer follows in this method should take about 1-2 minutes.  
Give enough background for your story to make sense.

The result is a critical point.

The acronym will help you to remember the structure of you story.

**This example will help you prepare your answers:**

**Tell me about a time when you had to provide difficult  
feedback to a team member**

**S**

### SITUATION

Describe scenario for your  
example

**T**

### TASK

Describe the specific  
challenge or task

**A**

### ACTION

Tell about the action that you  
took to accomplish the task

**R**

### RESULT

Present the results after your  
action





*Look to the future and prove to your interviewer that you have a vision for yourself, your career, and your time with the company.*

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Look to the future and prove to your interviewer that you have a vision for yourself, your career, and your time with the company. This part of your interview reveals a bit about how you see yourself, but also where this job position fits into your career goals.

## QUESTIONS ABOUT YOUR GOALS

1. Do you consider yourself successful?
2. Where do you see yourself in five years?
3. How do you plan to achieve your career goals?
4. What's your dream job?

# QUESTIONS ABOUT YOUR GOALS

## 1 Do you consider yourself successful?

The answer is yes. Definitely, yes! Absolutely, yes! Saying 'yes' is the easy part. Tell them the story about one specific achievement that you are especially proud of and explain why you consider it a success. What were the key ingredients in making that success? Yes, you were integral to that success, but don't forget to share the credit with your team.

## 2 Where do you see yourself in five years?

Your interviewer wants to see that:

- 1.You have realistic expectations from your career
- 2.You have ambitions and a plan
- 3.The job matches your career goals.

Answer honestly and show the interviewer that your commitment to this job position aligns well with your career goals.

## 3 How do you plan to achieve your career goals?

You know where you want to go, but how do you plan to get there? Show them your plan, and they will see that you are ambitious, self-motivated, and organised. Tell them of the milestones and goals that you had set for yourself and have already accomplished. Finally focus their attention on your current goals and illustrate how this job position fits into your plan.

## 4 What's your dream job?

How will this job bring you closer to obtaining your dream job?



*Personal questions during an job interview may seem quite odd, especially if your culture draws a hard line between work life and personal life.*

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Personal questions during an job interview may seem quite odd, especially if your culture draws a hard line between work life and personal life, but it's best to be prepared, just in case these questions pop up in the interview. If you answer these non-work questions effectively, you can prove that you're best qualified for the job.

## PERSONAL QUESTIONS

1. What do you like to do outside of work?
2. How do you prioritize your work?
3. What are you passionate about?
4. What motivates you?

# PERSONAL QUESTIONS

## 1 What do you like to do outside of work?

Employers would like to know you a bit better to see the type of person you are outside of work. In fact, your answer here can provide insights into how well you will integrate into the company culture. For instance, your colleagues may belong to a sports league, have a movie night, or are involved in a charity together. In other words, if your interests line up with your colleagues', it speaks favourably on you.

## 2 How do you balance your work and personal life?

Employers want someone that can handle the work and stress of the job in a healthy way. In the same fashion, they would like you to be happy and comfortable at their company. Remember that replacing you and the investment they have made in you is a huge expense. They would much rather keep you happy as long as possible. With that in mind, show that you can work hard at the office and maintain a satisfying life outside the office.

# PERSONAL QUESTIONS

## 3 What are you passionate about?

“Do what you love, and you’ll never work a day in your life”. Maybe you’re one of the lucky ones whose job and passion are one and the same. For you, this question will be an easy one. However, for the rest of us who love our job but aren’t passionate about it, or like our job but don’t love it, this question might require more work. You should speak about your hobbies and passions, but try to connect it to the job at hand. Perhaps your climbing hobby, taught you perseverance, determination, and courage. Maybe your crafts hobby made you more detail oriented.

## 4 What motivates you?

You don’t need to dig too deep into your psyche, but you should show you’re excited about this job and you will be motivated to perform. Think back on your past experiences, and relay a story about a colleague, boss, mentor, technology, or project that really got your motor revving. Why did it motivate you? What were your actions and results?





*If you follow the advice, you can turn these scary moments into opportunities to let yourself shine.*

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The answers to these tricky questions definitely need some planning and preparation. If you follow the advice, you can turn these scary moments into opportunities to let yourself shine. Mastering these responses can be key to your English job interview.

## TRICKY QUESTIONS

1. What are your weaknesses?
2. Tell me about a challenge or conflict you've faced at work.
3. Describe a decision you disagreed with.
4. Tell me about a mistake you made.
5. Why are you leaving your current job?
6. Why were you fired?
7. Why was there a gap in your employment?
8. Why did you change career paths?
9. What do you like least about your job?
10. What are your pet peeves?

# TRICKY QUESTIONS

## 1 What are your weaknesses?

The recruiter is trying to understand how self-aware and honest you are. Flaunting your shortcomings won't help you here, but neither will claiming that you're perfect. Choose to talk about a problem you recognise in yourself, and then turn the discussion to the steps you are taking, and how you are improving. For example, perhaps you are taking a course to work on your public speaking skills.

## 2 Tell me about a challenge or conflict you've faced at work

This question might seem like a hot potato, but take a breath and answer calmly and objectively. Likewise, using the STAR technique can help you to organise the story and explain it logically. Choose a situation where you played an active part in resolving the conflict. Focus on the steps you took to bring about a peaceful outcome. Similarly, focus on the resolution rather than the conflict. Talk about communication skills and how you avoid conflict at work. And of course, remain professional at all times.

# TRICKY QUESTIONS

## 3 Describe a decision you disagreed with

Choose a story where you learned something from the experience. It is even better if the lesson learned applies to the job position. Tell your story using the STAR technique, then follow with the lesson you learned from the process.

## 4 Tell me about a mistake you made

This might seem like a lose-lose question, but your answer can put you in a favourable light. You can win points by showing that you are honest, self-aware, accept responsibility, and don't blame others. Choose a story that shows you learned from the mistake and later took steps to avoid such problems in the future. Even though your answer won't point to technical expertise, it can show maturity, self-awareness and a team spirit.

## 5 Why are you leaving your current job?

There's a good chance you'll be asked this question, so be ready. Don't complain or criticise your past employer as you'll look negative. On the contrary, accentuate the positive. Talk of your goals, ambitions, and your career plan. In the same fashion, explain how you consider their company, work environment, work culture to be ideal to your personal goals.

# TRICKY QUESTIONS

## 6 Why were you fired?

Of course, they may ask the follow-up question: Why did you lose your job? If you were laid off, an adequate answer is, "The company was reorganized, and unfortunately my position was eliminated". If you were in fact fired, you should be honest, but focus on what you learned from the experience, the steps you are taking to improve yourself, and how much you have grown since then.

## 7 Why was there a gap in your employment?

If there is a gap in your CV, be prepared to talk about it honestly. Your answer can help your chances if done right. Of course, time off for education or upgrading skills has benefits. In much the same manner, you can find a positive side to other reasons for a gap. Taking time off for taking care of aging parents shows compassion. A gap for travelling could show an ability to take on new challenges, and have an open, international focus. If you knew exactly the type of career you wanted, and the skills required, then it makes perfect sense to take time off to improve your skill set. The key is to be comfortable, positive, and confident in your answer.

## TRICKY QUESTIONS

### 8 Can you explain why you changed career paths?

This question is not as scary as it seems. Show them that you took the decision seriously. Tell them about your decision making process. Most importantly, tell them about how there are transferrable skills between the two jobs. Be proud of your ambition, your ability to see new opportunities, your self-awareness, and the path your career has taken thus far.

### 9 What do you like least about your job?

Be careful. Don't be overly negative. Don't rant. Instead, focus on only 1 aspect about your previous job and show how that was part of the reason you are attracted to this position. Talk of the positive aspects of the new role having that important quality. You can also talk about other opportunities that the new role offers.

### 10 What are your pet peeves (What do you strongly dislike)?

Stay calm, and avoid being overly negative here. Choose something you dislike which the company culture also opposes. For example, if the company has a flat organisational structure, then saying that you dislike hierarchical companies and red tape should be well received. This question is an opportunity to show them that you will easily adapt to their company culture.



*You are now staring at the finish line directly in front of you. You've made it through all the pitfalls, traps, and tough questions.*

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You are now staring at the finish line directly in front of you. You've made it through all the pitfalls, traps, and tough questions. What's more, You've shown yourself to be a fantastic candidate for the position, but you're not done yet. An English job interview has a few house-keeping items to take care of before you are done.

## **CLOSING QUESTIONS**

1. What would your first month look like?
2. What are your salary expectations?
3. What do you think we could do better or differently?
4. When can you start?
5. Are you willing to relocate?
6. Is there anything else you'd like us to know?
7. Do you have any questions for us?



# CLOSING QUESTIONS

## 1 What would your first month look like?

Show that you've done your research, and thought about how you would get started. With that in mind, talk about what you need to learn in your first few days. Who do you want to meet and get to know. What will you need to discuss? What procedures or technology do you need to familiarise yourself with? Do you have a project that you want to start right away? If you answer well, you can show that you have done your homework, you understand the job, and you are organised.

## 2 What are your salary expectations?

Do your homework. Consider the following:

- Your salary requirements
- How much do similar positions pay? You can use [www.payscale.com](http://www.payscale.com) to help you.
- Your education and experience.

Once you have a number, consider one of these 3 strategies:

1. Give a salary range where the minimum salary is your desired salary.
2. Flip the question. Ask them what their salary range is for that role.
3. Delay. Tell your interviewer that you'd like to learn more about the role before discussing salary.

# CLOSING QUESTIONS

## 3 What do you think we could do better or differently?

It is important to show respect to the company. Start with recounting the things the company is doing well. Next, explain how your professional background led you to your suggestion. Finally, give your suggestion and ask their feedback.

## 4 When can you start?

Remember to take into account all your contractual requirements to your current employer. Also consider if you need to take a break before starting the new job.

## 5 Are you willing to relocate?

Reiterate your enthusiasm for the job, but if your answer is 'no', explain why you can't move at this time. You can offer an alternative such as working remotely or travelling. Alternatively, you might be willing to relocate for the right opportunity.

## 6 Is there anything else you'd like us to know?

If there are some key selling points you had planned but were never asked the right question, here's your chance. If not, you can summarise your key qualifications here and end on a memorable high note.

## 7 Do you have any questions for us?

Here is another opportunity to show how your mind works. You might want to know more about your team or department. You could also ask the interviewer what they like about the company. Look back on your research and ask for details about some of the future projects you had read about.

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Hi, I'm Ken from Canada. Teaching English has been my life for a very long time. It all started in 1996. I was working as a business consultant and business trainer when I decided to leave it all behind and follow my dream of seeing the world. I started at a children's school in Okayama, Japan and fell in love with it. The people, their traditions, food, and architecture. It was addictive and stopping was impossible.

Since then, travelling has taken me around the world to over 50 countries. I've taught English in Japan, Guatemala, France, Czech Republic, China, South Korea, Thailand, Kazakhstan, and Poland. It's been an incredible journey that has given me the privilege of teaching students of all ages, from diapers to retirement. I have become certified in teaching English with CELTA and TESOL. I don't really have one approach and I don't believe that one approach is perfect for all students. Throughout my career I have had to adapt the lesson to fit the student's age, culture, native language, and education system. I work hard to find a unique approach that is ideal for each student.

## CONTACT ME



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