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| **Lesson Plan for Speaking** |

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| **Title : Job Interview** |

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| **Instructor:**  **Hunsuk Lee(Christy)** | **Level :**  **Intermediate** | **Students:**  **9 Students** | **Length:**  **25 minutes** |

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| **Materials :**   * **White board & Board marker** * **Picture for eliciting topic : 1 copy + extra copy** * **Worksheet#1 (Make 2 Qs) :**   **3 copies(2 copies for group + 1 extra copy)**   * **Worksheet#2 (role play in job interview) :**   **4copies of Job Interview Questions + 2 extra copy**  **2copies of Ad for the opening position + 1 extra copy**  **6 copies of Candidates Profiles + 2 extra copy** |

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| **Aims :**   * **Ss will be able to practice and improve speaking and listening by working in a group.** * **Ss will be able to know what kind of Qs are most likely to be asked in the job interview and how to answer to them properly by doing the activity.** * **Ss will be able to think and prepare their own interview based on the learned knowledge and the information given during the class** |

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| **Language Skill :**   * **Listening: Listen to the teacher’s instruction and the other students’ talking during the activities** * **Speaking: Conducting the activities by doing the activities and discussing on the topic.** * **Writing: Make questions related to the topic by doing activates** |

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| **Language Systems:**   * **Discourse: Practice Qs expression in a given situation.** * **Function: Ask and answer.** * **Lexis: Words used in explaining the features of each place.** |

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| **Assumptions :**   * **Ss already know the T’s style of teaching and how the classroom works.** * **They are mostly active. The class will work in group.** * **Ss have job interview experiences.** * **Ss are able to express their opinion in English.** * **All Ss are adults.** |

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| **Anticipated Errors and Solutions :**   * **Ss may not be able to understand T’s instruction**   **⇒ Give Ss one more explanation and give some examples.**   * **If Ss finish their task earlier than anticipated.**   **⇒ Discuss about their own job interview experiences with whole class.** |

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| **References :**  [**http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm**](http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm)  [**http://www.kugli.com/Classified\_Ads/adid/563585/adtitle/Waitresses\_for\_coffees\_and\_bars\_in\_Greece/**](http://www.kugli.com/Classified_Ads/adid/563585/adtitle/Waitresses_for_coffees_and_bars_in_Greece/) |

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| **Lead-In** | | | |
| **Materials : Board & Maker, Pictures of “Job Interview”** | | | |
| **Time** | **Set Up** | **Procedure** | |
| **4minutes** | **Whole Class**  **Whole Class** | **〈Greeting and Engaging to the topic〉**  Hello everyone, how are you today?  I’m very glad that I have this great chance to meet all of you as an English teacher. I am such a lucky girl because I like what I do for living. How about you guys?  **〈Eliciting and Prediction〉**  **Ask few student’s the following questions**   * What do you do for living if you don’t mind answering? * Do you like what you do? * When you were younger what did you want to become in the future?   ***(Ss answer)***  **〈Introduce the topic〉**  Show pictures of “Job Interviews” and Elicit the topic from Ss   * What do you see in the picture? * What do you think the board of the directors is doing? * Have you ever been in the position of the guy in the picture?   **Today, we are going to talk about “Job Interview”.**   * Write down “Job Interview” on WB | |
| **Pre-activity** | | | |
| **Materials : Worksheet#1, Board & Maker** | | | |
| **Time** | **Set Up** | | **Procedure** |
| **7minutes** | **Whole class** | | **〈Learn some typical interview questions〉**  Let’s think of what kind of typical questions you are mostly likely to be asked.  **(Elicit the following 4 categories from Ss)**  **▶** Job Interview Questions   1. Work History   Ex. What did you like or dislike about your previous job?   1. About you   Ex. What is your greatest strengthens?   1. About the new job and company   Ex. What do you know about this company?   1. The future   Ex. What are your goals for the next five years?  **〈Instruction〉**  In Pair, come up with 2 questions for each 4 categories, what kind of questions you are most likely to be asked? You will have 4 minutes.  **〈ICQs〉**   * What are you supposed to do? * How many questions do you have to make? * How much time do you have? * Are you working alone?   ***<Distribute worksheet # 1>***  Monitor students’ doing the task and participate within each group.  - If Ss ask any questions, answer them.  - Give Ss the time warning : 1 minute left  **〈Feedback〉**  After Ss’ discussion time, let Ss present their questions to share the ideas. |

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| **Main-activity** | | | | |
| **Materials : Worksheet # 2 - Job Interviewer Qs**  **- Candidates profiles**  **- Ad for the opening position)** | | | | |
| **Time** | | **Set Up** | | **Procedure** |
| **11minutes** | | **Whole Class** | | **〈Instruction〉**  Let’s divide into 2groups.   1. Two people are going to be the interviewers and others are the candidates. 2. Interviewers and candidates, both have to read the AD 3. For Interviewer:   -have job interviews based on given Qs  -Decide who you are going to hire by discussing with your co-interviewer   1. For Candidates: Decide and Read your own profile and prepare for the job interview in order to win over others   You will have 8 minutes.  **〈ICQs〉**   * After discussing with your team members, what are you supposed to do? * How much time do you have? * Do you work alone?   ***<Distribute worksheet # 2>***  Run the activity and monitor activity.  **〈Feedback〉**  1 minute left. / Times Up!  The interviewer, have you interviewed all the candidates?  Have you decide who you are going to hire?  -**Yes**: Let the interviewer tell us to the whole class, the name of the candidate who will get the job and why.  - **No** : Give more time to wrap up the activity |
| **Post - activity** | | | | |
| **Materials : Board & Maker** | | | | |
| **Time** | **Set Up** | | **Procedure** | |
| **3 minutes** | **Group** | | Based on the previous main activity,  Let the two groups have a debate, If time is allowed.    **<Instruction>**  Choose one candidate and debate who should be hired. You have 30 seconds to decide who your group will hire and decide the spoken person.  **〈ICQs〉**   * What are you supposed to do? * How much time do you have? * Do you work alone?   **<Homework>**  Let’s prepare for the 3minutes speech for the self-introduction.  **<Closing>**  Okay, everyone did a good job. Today what did we talk about?  Will you be preparing for your job interview?  Do you think the preparation is necessary?  Good Luck for your future!!!! | |

**Picture for eliciting today topic**

* **The Board of the Directors –**



Work Sheet # 1

**Job Interview Questions**

Let’s think of what kind of typical questions you are mostly likely to be asked. Make **2 questions** for the each category.

1. Work History
2. About You
3. About the new job and company
4. The future

**Worksheet # 2**

**Ad for the opening Job Position**

**Ad Title:** Waitresses for coffees and bars in Greece  
**Date & Time Listed:** 2010-10-25 10:36:27 (GMT)  
**Type of Ad:** Employer offering a job position

**Ad Details:** We are looking for nice, good looking girls to work in coffees and bars all over Greece for the winter season.

* Contracts are made for 6 months or more and the employers provide accommodation and food.
* Salaries are between 700-800 Euro, plus tips.
* Good English is required.
* Experience would be good, but not necessary.
* Candidates should be organized, hard working and serious.

If interested, please send us your resume with photo (profile and full body) at contact@hellasjob.com

**Keywords:** Greece, jobs, bartender, waitress, salary, English

**Worksheet # 2 - Job Interview Questions**

**Interview Questions: Work History**

* Name of company, position title and description, dates of employment.
* What were your expectations for the job and to what extent were they met?
* What were your starting and final levels of compensation?
* What were your responsibilities?
* What major challenges and problems did you face? How did you handle them?
* What did you like or dislike about your previous job?
* Which was most / least rewarding?
* What was the biggest accomplishment / failure in this position?
* Questions about your supervisors and co-workers.
* What was it like working for your supervisor?
* What do you expect from a supervisor?
* Who was your best boss and who was the worst?
* Why are you leaving your job?
* What have you been doing since your last job?
* Why were you fired?

**Job Interview Questions About You**

* What is your greatest weakness?
* What is your greatest strength?
* Describe a typical work week.
* Do you take work home with you?
* How many hours do you normally work?
* How would you describe the pace at which you work?
* How do you handle stress and pressure?
* What motivates you?
* What are your salary expectations?
* What do you find are the most difficult decisions to make?
* Tell me about yourself.
* What has been the greatest disappointment in your life?
* What are you passionate about?
* What are your pet peeves?
* What do people most often criticize about you?
* When was the last time you were angry? What happened?
* If you could relive the last 10 years of your life, what would you do differently?
* If the people who know you were asked why you should be hired, what would they say? Do you prefer to work independently or on a team?
* Give some examples of teamwork.
* What type of work environment do you prefer?
* How do you evaluate success?
* If you know your boss is 100% wrong about something how would you handle it?
* Describe a difficult work situation / project and how you overcame it.
* Describe a time when your workload was heavy and how you handled it.
* More job interview questions about your abilities.
* More job interview questions about you.

**Job Interview Questions About the New Job and the Company**

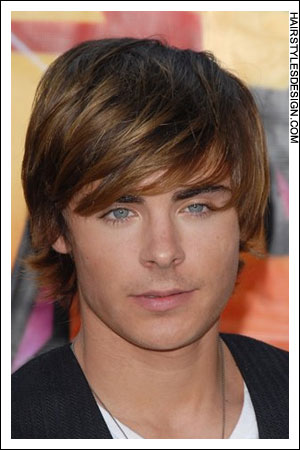
* What interests you about this job?
* Why do you want this job?
* What applicable attributes / experience do you have? Are you overqualified for this job?
* What can you do for this company?
* Why should we hire you?
* Why are you the best person for the job?
* What do you know about this company?
* Why do you want to work here?
* What challenges are you looking for in a position?
* What can you contribute to this company?
* Are you willing to travel?
* What is good customer service?
* Is there anything I haven't told you about the job or company that you would like to know?

**Interview Questions: The Future**

* What are you looking for in your next job? What is important to you?
* What are your goals for the next five years / ten years?
* How do you plan to achieve those goals?
* What are your salary requirements - both short-term and long-term?
* Questions about your career goals.
* What will you do if you don't get this position?

**Worksheet # 2 (for candidates)**

**Profile for the candidates**

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**Juliet Dianne Jack**

1. Juliet is a tall charming Korean girl who speaks Excellent English. She has no job experiences related to this field but she has a sense of humour. She was an assistant for sales manager in fashion field. She is looking for a job to have some money so she can go to Europe next summer time.
2. Dianne is a very pretty and sexy girl from China but she can hardly speak English. She has been working as a Waitress for 3 years in coffees shops, Japan. She can speak Chinese and Japanese but no English. She wants to open her own restaurant after more experiences.
3. Jack is a talkative and good looking American university student. He can speak English and Greek. He has a sense of humor and has experiences in various areas such as coffee shops, clothing shops, and restaurants. However, he could not keep his job for a long time because of his hot temper that caused fights with customers.