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| **Listening Lesson Plan** |

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| **Listening for business conversation – Job Interview** |

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| **Instructor**:  Hyongmin Kim  (Claire) |  | **Level**:  Upper Intermediate /  Advanced |  | **Students**:  16 |  | **Length**:  40 minutes |

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| **Materials:**  **- Classroom equipment**: Whiteboard, board markers, board erasers, laptop with internet connected and speakers equipped, mp3 player  **- Listening materials:** Audio content on internet & Downloaded MP3 file **- Printed materials:**  a. Worksheet #1 for pre-exercise : 17 copies (16 copies for each student + 1 extra copy)  b. Worksheet #2 for main activity: 5 copies (4 copies for each team of 4 Ss + 1 extra copy)  c. Worksheet #3 for post activity: 8 copies ( 6 copies for each team working in pairs + a copy for  a teacher + 1 extra copy)  d. Worksheet #1 Script & Vocabulary & Answering sheet: 1 copy for a teacher  e. Worksheet #2 Answering sheet: 1 copy for a teacher  (Conversations at Job interview #`1. 1min 25sec / #2. 3min 56sec) |

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| **Aims:**  **- Main aim:** To develop Ss’ intensive listening skills to find a job in English-spoken companies.  **-Secondary aim:** To develop Ss’ speaking skills as well by practicing role playing of job  interviewing situation  **-Personal aim:** I want to use various multimedia sources for the lesson by using  web-based content and also mp3 files |

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| **Language Skills:**   * **Listening:** Ss will listen to the teacher’s instructions, audio files of job interviewing situation their class students’ speaking * **Speaking:** Ss will answer questions, role playing in pairs * **Reading:** Ss willread worksheets * **Writing:**  Ss will write the answers on the worksheets to find the detailed information from conversation |

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| **Language Systems:**   * **Lexis:** Words used in the vocabulary worksheet and the listening passage * **Phonology:** None to discuss * **Grammar:** Past perfect * **Function:** How to use Past perfect * **Discourse:** Role playing for job interview |

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| **Assumptions:**   * All students are adults * Most Ss had experiences of applying for a job or schools * Most Ss are likely to work / study in English spoken environment * Ss already know about past perfect tense * Ss are advanced enough to have a role playing of job interview |

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| **Anticipated Errors and Solutions:**   |  |  | | --- | --- | | **Anticipated Errors** | **Solutions** | | Ss might not know some lexical words related to today’s lesson. | Teacher will elicit the meaning of the words from students and give explanation | | Ss might not be able to pick up details from listening | Teacher will read the passage again in normal pace | | Some Ss who have no experience of job interview might struggle a little bit during the role playing | Teacher will have Ss divided into 2 groups, one with working experiences another with none. And then match couples from each team | | Activities might go longer than expected | Teacher will reduce the role playing time | | Activities might end earlier than expected | Teacher will ask 2 teams to show their role playing to the class. Or hand over additional sheets for useful information to prepare a job interview (e.g. How to wear the suit, Following up by thank-you letter and etc.) | | Computer does not work to play the audio file | Teacher will use a mobile phone instead | |

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| **References:**  - <http://www.esl-lesson-plan.com/archives/2008/03/lesson_plan_job_interviews.php>  - http://esl.about.com/od/businessspeakingskills/a/job\_interview.htm  - http://www.5minuteenglish.com/mar26.htm  - http://www.esl-lounge.com/student/listening/2L3-job-interview.php |

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| **Stage: Lead-In** | | |
| **Materials:** board, markers, board erasers | | |
| **Time** | **Set Up** | **Procedure** |
| 5min | Whole Class | **<Greeting & Warm up>**  *Hello everyone, How was your weekend? (Ss answer)*  *Ask questions “What do you use the most to search things which you are up to these days?” (Ss may answer “Internet”)*  *Ask questions “Can you guess what the keywords for 20’s to search most frequently on September?”(Ss may answer several things and the Claire will give the answer “open recruitment” and lead the topic to job interview)*  *“Today, we will learn the job interview conversations by listening two interview conversations. Those are in similar situation but you will practice with different worksheets to find the answer. So shall we start?* |

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| **Pre-Activity** | | | |
| **Materials:** board, markers, board erasers, worksheet #1, laptop | | | |
| **Time** | **Stage** | **Procedure:** | |
| 3 min  1min  2 min  2 min | Pre-teach  Instructions  ICQ  Hand-out  Listening  Monitor  Check the answer | *Claire will pre-teach a couple of vocabularies frequently used for job interview situation. As those words will be familiar with Ss, Claire will just elicit the word from Ss.*  *- Elicit the words from students*  *: Resume, CS, Job responsibilities*  *Now, you will hear an actual conversation of job interview, listen carefully and check on the True of False questions on your worksheet #1. You have 30” to complete the answer sheet after the listening. Work individually.*  Are you working on dictation? (No, find T/F)  Are you working in pairs? (No, individually)  How many seconds do you have to complete the answer sheet after the listening? (30 seconds)  Distribute worksheet #1  *Play the web-based audio content and monitor the Ss if they need the listening again.*  *Do you want to listen again?*   * *Yes →Read the passage in slower speed* * *No →Let them finish their worksheet*.   *Elicit the answer from Ss. And respond to any further questions* | |
| **Main Activity** | | | |
| **Materials:** MP3 & MP3 player or laptop w/ speakers, worksheet #2, board, marker, eraser | | | |
| **Time** | **Stage** | | **Procedure:** |
| 1 min  5 min  1min  5 min  1 min  2 min | Seating arrangement  Pre-teach  Instructions  ICQ  Hand-out  Listening  Monitor  Board  Check the answer | | *Divide the Ss into 4 teams 4 each*  *Claire will pre-teach a couple of lexis frequently used to write the resume and explain the use of past perfect tense to introduce one’s previous working experiences.*  *-Lexis: Explain the different use of preposition*  *: Work for / Work in / Work as*  *-Grammar: Explain the past perfect tense*  *: I had worked for ~~~ company in ~~~ department.*  *Now, you will hear another actual conversation of job interview. For this time, you will be requested to find the detailed information from the passage so listen carefully. You have 1 minute to discuss with your team for answers and come up here and board your answers.*  *What should you do while listening? (Find the detailed information)*  Are you working in pairs? (No, as a team)  How many minutes do you have to complete the answer sheet after the listening? (1 min.)  Distribute worksheet #1  *Play the mp3 and monitor without stopping.*    *Do you want to listen again?*   * *Yes →Read the passage in normal speed and allow Ss to stop / replay the listening* * *No →Let them discuss the answer with the team*   *Ss to board the answer on the white board*  *Check the answers from teams.*  *And respond to any further questions*  (distribute worksheet #3 then play the MP3 player without stopping) |

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| **Post activity** | | |
| **Materials**: worksheet #3, board, marker, eraser | | |
| **Time** | **Stage** | **Procedure:** |
| 2 min  10 min  1 min | Seating arrangement  Hand-out  Instruction  ICQ  Role-play  Monitor  Conclusion  Feedback | *Make Ss to team in pairs*  Distribute worksheet #1  *You will find several questions on the sheets. Those are the expected questions from both sides, an interviewer and a job applicant. So now let’s work in pairs to do the role playing by using these questions. I will give you 10 minutes for this activity.*  *What are we doing? (Role playing)*  *How many minutes do you have? (10 min.)*  *Ss to share experiences and opinions by doing the role-playing*  *Monitor discreetly. Help students when needed.*  As you are all frequent English speakers, you can have more opportunities to apply for international companies or have business conversation with foreigners so hope this lesson help you to practice it in advance.  Any questions?  Elicit today’s announcements and vocabulary for Ss  *Good job, everyone. Have a good evening, See you next class!* |

**<Worksheet #1> Job interview and Find T/F – for Ss**

☞ Listen to the following job interview and choose True or False for answers

1. The applicant was a boss at *Computer Country*.

True False

2. The applicant knew how many computers were in her store.

True False

3. The applicant liked taking care of angry customers.

True False

4. The applicant’s husband has a new job in a new city.

True False

5. The applicant would be able to start her new job next week.

True False

6. The applicant would like to work at Ms. Ballard's company.

True False

7. The interviewer’s company isn't liked by many people.

True False

**<Worksheet #1> Explanation of Answers- for a teacher – for a teacher**

Key Vocabulary

* to oversee- to be the boss of, to make sure something is done, to supervise
* to keep track of- to be aware of or notice something
* inventory- the number of items a store has
* to handle- to take care of, to deal with
* an opening- an available job
* to jump on something- to do something immediately

Script  
**Interviewer**: I see on your resume that you worked as a manager at *Computer Country*. Could you tell me a little more about your responsibilities there?  
**Applicant**: Sure. I was responsible for overseeing about 30 employees, I did all of the ordering for the store, and I kept track of the inventory.  
**Interviewer**: What was the most difficult part of your job?  
**Applicant**: Probably handling angry customers. We didn't have them very often, but when we did, I needed to make sure they were well taken care of. After all, the customer is always right.  
**Interviewer**: That's how we feel here, too. How long did you work there?  
**Applicant**: I was there for 3 1/2 years. I left the company last month.  
**Interviewer**: And why did you leave?   
**Applicant**: My husband has been transferred to Emoryville and I understand your company has an opening there, too.  
**Interviewer**: Yes, that's right, we do. But the position won't start until the middle of next month. Would that be a problem for you?   
**Applicant**: No, not at all. My husband's new job doesn't begin for a few weeks, so we thought we would spend some time driving to Emoryville and stop to see my parents.   
**Interviewer**: That sounds nice. So tell me, why are you interested in this particular position?  
**Applicant**: I know that your company has a great reputation and a wonderful product. I have thought many times that I would like to be a part of it. When I heard about the opening in Emoryville, I jumped on the opportunity.  
**Interviewer**: Well, I'm glad you did. Now, please tell me about...

Answer

1. T 2. T 3. F 4. F 5. F 6.T 7.F

**<Worksheet #2> Job interview and Information from resume – for Ss**

☞ Listen to the conversation and put 1-2 words into each space to complete the resume/CV.

**Resume**

**Personal Information**

Name: Pia Grandes

Place of Birth: (1) , Italy.

Age: (2) ,

**Post-University Experience**

October (3) - September 2002

Worked for mother's (4) company, Meals On Wheels.

Main responsibilities: webmaster and advertising.

September 2002 - February 2003

Travelled mostly in (5-a) but also a month in (5-b) .

March 2003 - July 2005

Worked for (6) Footwear, shoe company near hometown.

Worked in (7) department for most of this time.

**Languages Spoken:**

(8) - fluent

(9) - good after (10) years study.

**< Worhsheet#3> Explanation of Answers- for a teacher**

**1. Where was the job applicant born?**Rome, Italy

**2. How old is the candidate?**26

**3. When did you start working for her mother’s company?**October 2001.

**4. What kind of company was Melas on wheels?**Catering company

**5. Which continent had she visited for her business trip during September 2002 - February 2003?**

Mostly in Europe but also a month in South America

**6. What’s the name of the shoes company that she worked for during March 2003 - July 2005?**Bradford.

**7. Which department did you worked for the shoes company?**Sales

**8. What is her most fluent language?**Italian.

**9. Which is her second language?**Spanish

**10. How many years did you study Italian?**7

**<Worksheet #2> Questions frequently asked at Job interview – for Ss’ role playing**

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| **Questions Often Asked By Interviews** | **Questions Often Asked By Applicants** |
| Tell me about yourself. | What are the strengths of the organization or department? |
| What are your short-range and long-range career goals, and how are you preparing to achieve them? | What are the career opportunities for someone entering this position? |
| Why did you choose this career? | What kind of orientation and training is available to new employees? |
| What do you consider to be your greatest strengths? Weaknesses? | How large is the company/college? How large is this particular department/major? |
| How would you describe yourself? How would a friend or professor describe you? | To whom would I be reporting and what kind of communication channels are there? |
| How has your college experience prepared you for your career? | What are the long-range plans for this organization? |
| Why should I hire you? | How long was my predecessor in this position? Why did he/she leave? |
| How do you determine or evaluate success? | How will I be evaluated? How often? |
| In what ways do you think you can make a contribution to our company? | Is there an opportunity to transfer from one division to another? |
| Describe the relationship that should exist between a supervisor and those reporting to him/her. | What are the prospects for promotion in the future? What are some of the qualities or accomplishments you would consider important for promotion? |
| Describe your most rewarding high school/college experience. | What is the management philosophy of this organization? What is the general philosophy? |
| If you were hiring for this position, what qualities would you look for? | In what areas of the organization do you expect growth? |
| What led you to choose your field or major? | Is continuing education encouraged? Is tuition reimbursement offered? |
| What have you learned from participation in extracurricular activities? | Can you tell me about the history of this position, and changes anticipated? |
| How do you work under pressure? | What are your expectations of the person in this position? |
| Describe the ideal job/college. | Is overtime the norm in this office? |
| Why did you decide to seek a position with this organization and what do you know about us? | What kind of support staff is available? What is the ratio of support staff to professionals, and how is work distributed? |
| What major problems have you encountered and how did you deal with it? | Generally, what percentage of time will be devoted to each of my responsibilities? |
| What criteria are you using to evaluate the company/college for which you hope to work/attend? | Do you work with daily, weekly, monthly, or annual deadlines? |
| What salary do you want? | Does the organization have a process for sharing creative ideas? |