

Lesson Plan Template – Presentation Practice Production Based

☒ Listening ☐ Speaking ☐ Reading ☐ Grammar ☐ Writing

Topic: Job Interview

Instructor: Julia Kim

Level: intermediate

Students: **10**

Length: **50 Minutes**

Materials:

- Grooming Pictures related to Job Interview(worksheet #1)
- Vocabulary & Idiom (worksheet #2 _ 10 copies)
- Fill in the blanks (worksheet #3_ 10copies)
- Index cards with questions (worksheet #4_ 10copies)
- Computer & projector/ Video clip

Aims:

- To give intermediate level students an opportunity to improve listening skills by listening to video clip
- To learn vocabulary and expression through the paragraphs by matching voca worksheet
- To practice job interviews in English using discussion and role play.
- To make the students be able to introduce themselves
- To have an opportunity to think about their job interview

Language Skills:

- Listening: Listen to job interview situation and the teacher's explanation about new vocabulary related to Job Interview
- speaking: answers about the teacher's question and role play about job interview
- Reading: vocabulary worksheet and script
- Writing: fill in the blanks(dictation)

Language Systems:

- Lexis: New vocabularies and idioms used in describing Job Interview
- Phonology : Vocabularies and idioms
- Functional : Proper answer to interviewer's questions
- Grammar : Present participle, Past continuous
- Discourse : Conversation while job interview

Assumptions:

- Ss have known about job interview.
- Students are already divided by groups.
- Ss can speak and write in English but not very well.

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Anticipated Errors and Solutions:

Some Ss can't fulfill all the blanks by themselves.

- Give students a chance to listen to video files

Some Ss may not be able to know vocabularies and idioms.

-Let them know the meanings of vocabularies and idioms

Some Ss may not be able to introduce themselves because they have no opportunities before others

-Let them have opportunities to introduce themselves in English

Some Ss will have difficulty in expressing about awkward questions by interviewer

-Give some easy examples or similar questions related to job Interview.

If Ss finish their activity early(SOS plan)

-Give Ss an extra task ; make more role play with each other

References:

<http://jobsearch.about.com>,

<http://www.crftonline.org/orc/ca/ca-14.html>,

<http://www.youtube.com/watch?v=PpqcN1CiKEo>

Lead-In

Materials: Grooming Pictures and board etc

Time	Set Up	Student Activity	Teacher Talk
3min	Whole class	Sitting at the table by two (5groups)	[Greeting] Hello, guys! How are things with you? It's getting hotter and hotter. (Write the words employer and applicant on the board) Today's topic is Job interview; this session would be very helpful for you.
5min	Whole class	Answers elicited questions	[Eliciting from the pictures] (showing students pictures) I'll show you a few pictures (the situation that well-dressed male & female have interviewed) What do you think of pictures? (Ss answer " Grooming & dress code for interview) That's right. Then, when you think of Job Interview, what comes to your mind? (Ss answer "1....") OK. Good students! Today we are going to listen and talk about job interview.

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Pre-Activity			
Materials: Vocabulary worksheet			
Time	Set Up	Student Activity	Teacher Talk
5min	Individually	Ss learn if the word would be more likely used by an employer, an applicant or both during a job interview	<p>[Vocabularies and Idioms]</p> <p><u>Instruction</u> I am going to distribute a piece of paper of vocabularies and idioms per person. First of all, read all the vocabularies and definitions and then match them. I will give you all 5 mins to go through it. And do this worksheet individually.</p> <p>(Distribute the worksheet #2)</p> <p>Check the words and explanation on the paper carefully. These words could be difficult for you, but try and find proper match and check them.</p> <p><u>ICQ</u> Are you working individually? How much time do you have?</p> <p>Okay, from now on, please do your work.</p> <p><u>Monitoring</u> (While students answer their questions, check students sheets. If students ask about the questions, give them a little help.)</p> <p>(Give students time warning) 1 minute left. Times up, students.</p>
5min	Individually	Checked their answer	<p><u>Check answers</u> Let's check our answers.</p> <p>(With students, check all questions one by one. If students don't know the words clearly, explain about the meanings more detail.)</p>

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Main Activity			
Materials: Listening & Dictation			
Time	Set Up	Student Activity	Teacher Talk
7min	Whole class	Watching the video	<p>[Listening for Details]</p> <p><u>Instruction</u> I am going to give you another worksheet#3 and please don't look at before listening. (Distribute the worksheet #3)</p> <p>Watch and listen this video carefully. While listening, write what you heard and remind the worksheet#4 to fill out these blanks.</p> <p><u>ICQs</u> 1. Do you have to look at the paper before listening? 2. Do you need a partner in pairs or groups for doing this worksheet? 3. Do you need to take a note while listening?</p> <p><u>Check answers</u> Isn't that a little difficult? But, you have done very well. Let's check the answers.</p>
10min	Individually	Checked their answer	<p>[Demonstration]</p> <p>It's time to apply detail fact what you already listened. Just look at the worksheet #3. You already listen to the details. After you listen and follow, write down the exact expression right on these blanks.</p> <p><u>CCQs</u> 1. What are you supposed to do? 2. What kinds of questions are more difficult? 3. Should we do to prepare for job interview?</p>

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Post Activity			
Materials: Interview Worksheet			
Time	Set Up	Student Activity	Teacher Talk
3min	Pairs	Ss learn if the question used by an employer during a job interview	<p><u>Instruction</u> I am going to distribute a piece of paper of index cards. First of all, read all the cards and check the words. I will give you all 5 mins to go through it. And does this index card with your partner.</p> <p><u>CCQs</u> -Are you going to question and answer? -What will you talk about? - How much time do you have?</p> <p>Ss talk about their experiences and share the opinions.</p> <p>(Give students time warning) 1 minute left. Times up, students.</p>
10min	Pairs	Place students in pairs and assign roles to each member. There will be Applicants and Representatives. First allow students time to practice their roles. Then have them act out their parts with each other	<p>[Role Play]</p> <p><u>Instruction</u> Okay, Let's start to our job interview. Make a role play with your partner.</p> <p><u>CCQs</u> -Are you going to talk who? -What are you doing from now? - How much time do you have?</p> <p>Ss talk about their experiences and share the opinions.</p> <p>T just monitors group working.</p> <p>Ask a student each question and get them to give their answer to each other.</p> <p>(Give students time warning) 1 minute left. Times up, students.</p>

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2min	Whole class	Close their lesson	<p><u>homework</u></p> <ul style="list-style-type: none">- reviewing some vocabularies and idiom what they learned- Looking for a little more options on job interview- to prepare your own job interview script <p>[Close]</p> <p><u>Feedback/Conclusion</u> (Give students correct answers and make an error correction of students' grammar errors, inappropriate expressions and pronunciations.)</p> <p><u>Closing</u> All of you did a really good job. Please review what we have learned and checked expressions. Thank you for your active participation and see you tomorrow.</p> <p>Any Question? (If they don't have any question, close the class.)</p> <p>Take care!!</p>
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Appendix 1 : Grooming Pictures



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Appendix 2 : vocabulary and idioms

Let's match the definition!

Bring along	●	● a person who has successfully completed a degree at a university or college and has received a certificate that shows this.
vacancy	●	● to bring somebody/something somewhere with you
retailer	●	● industries and services are owned or controlled by an individual person or a commercial company, rather than by the state or an official organization.
buckle down	●	● a job or position which has not been filled
wholesaler	●	● a person whose business is buying large quantities of goods and selling them in smaller amounts, for example to shops.
advertisement	●	● to start working
graduate	●	● an announcement in a newspaper, on television, or on a poster about something such as a product, event, or job.
cancelation	●	● a person or business that sells goods to the public
private	●	● If an election or a contract is annulled, it is declared invalid, so that legally it is considered never to have existed

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Appendix 3 : Fill in the blanks

Applicant enters the room, is welcomed by the HR manager and is shown her seat.

HR manager: Please, take a seat.

Applicant sits down, takes out a pen, a small notebook and her folder of application and places them on the desk.

Applicant: I have _____ my folder of application. Applicant hands it over to the HR manager.

HR manager: Would you like something to drink?

Applicant: Yes, a glass of water would be _____. HR manager goes and gets a glass of water.

HR manager: My name is Rachel Bucher and I am the Human Resources Man-ager. What was your way her like? Did you have _____ in finding our company?

Applicant: Thank you, there were no problems at all, as I have already known your company before. But still I had a look at the correct address and the map to know how to get here.

HR manager: Having read your folder of application I know that you attended a vocational school for Business Studies from which you _____ last year. Then you worked in an advertising agency in Vienna for one year. Could you please tell me something about yourself and why you _____ in our company?

Applicant: Last year I graduated from the vocational school for Business Studies with a GPA of 1.8 and I wanted _____ immediately. That is why I accepted the job offer of XYZ Advertising Agency in Vienna. I think for young people it is very important to get to know new things and gain experience in different _____, something that was possible for me in Vienna. But I want to continue living in this area and as I am not really fond of living in a big city I found your job _____ and applied for the job.

Applicant: Additionally, something about my _____ life. I am currently living in Zwettl, in my parents' house, together with my boyfriend, I have one brother and one sister, I am 20 years old and in my spare time I like reading and travelling.

HR manager: Which event in your life do you consider to have been your biggest success? What, in your opinion, are your _____? What do you think about studying in your spare time? What do you expect from our company and your job? Do you give up easily or do you pursue your aims until you finally reach them? Do you like to be and work together with other people or would you rather describe yourself as a loner? In your opinion, _____ five years time?

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HR manager: Do you know our company?

Applicant: Yes, I have already done some research on the internet. Kastner Ltd. is a wholesaler of _____ and seated in the Waldviertel. You are responsible for providing retailers of the _____ as well as shops of petrol stations and catering with your goods.

HR manager: The job _____ already vacant. When could you start working?

Applicant: As soon as I receive your positive response I will terminate my employment. Of course, I have to obey the _____ period of _____, but then I would be able to start working immediately.

HR manager: How much do you earn now and what do you think about your fu-ture salary?

Applicant: I don't know how much is _____.

HR manager: Do you have any other questions?

Applicant: Yes, _____ your answer?

HR manager: There are still two more job interviews this week. We will call you at the _____ of next week.

Applicant: Thank you very much. I do not have _____.

HR manager: Thank you very much for coming and the interview. Have a safe _____ home.

Applicant: Good-bye.

HR manager: Good-bye.

Applicant takes all her personal belongings and leaves the room.

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Appendix 4 : Index cards with questions

Introduce yourself, please. Tell me a little about yourself.	Why should we hire you? Could you give us certain reasons to hire you?
Why did you choose your major/minor? What did you major in?	What is your salary requirements/expectation? What pay range are you looking for?
If you could redo collage again what would you major in? If you had a chance to choose another major, what would you choose?	What do you know about our company?
Please give me an example of a time you had a problems with a manager how you approached the problems? If you have a problem with your boss, what would you do?	Who do you think are our major competitor? What other competitors do you consider as our rivals?
What are your short term goals? What are your long term goals?	Are you willing to travel/relocate or work overtime/holidays/weekends?
What is your previous job/projects?	Do you work well under pressure
What do you enjoy doing outside of work?	What do you do when there is no work to do? When has no work to do at work, what would you do?
What do you most/least about this position? What do you expect to get this job?	Why do you want this job? What does this job mean to you?