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| ☐ Listening ☑ Speaking ☐ Reading ☐ Grammar ☐ Writing |
| **Topic: Look for the right employee.** |

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| Instructor:  **Kate & Lily** | Level:  **Intermediate** | Students:  **7** | Length:  **35 Minutes** |

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| Materials:  Job interview picture  Board and Board markers  14 role cards (7 boss cards and 7 employees card) |

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| Aims:  To practice asking and answering questions about qualifications and abilities |

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| Language Skills:  Speaking : brainstorming, role play, discussion  Listening : teacher’s instruction, interacting with group members  Reading : role cards |

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| Language Systems:  Function : asking for information, appealing oneself  Discourse : Group discussion |

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| Assumptions:  All of students have had the experience of having a job interview.  All of students have opinions about what we should do and don’t at a interview |

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| Anticipated Errors and Solutions:  If time is running out, shorten the discussion time.(cut-off plan)  If there is more time than expected, give students more time for the discussion. |

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| References:  http://www.onestopenglish.com/skills/speaking/lesson-plans/miscellaneous-worksheets/job-interview/149292.article |

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| **Pre-task** | | |
| Materials: Picture of job interview, Board & Board marker | | |
| Time | Set Up | Teacher Talk |
| 7 min | Whole class | Good afternoon everyone. Did you all enjoy your lunch?  (Show the picture of having a job interview)  Do you know what kind of situation is this? Yes, it’s job interview. I believe you have had this moment in your life.  In general, how do you feel about job interviews?  Do you remember how many job interviews you have had in your life? In how many of these were you successful?  Have you ever had a job interview in a language that is not your mother tongue (English, for example)? How did it go?  Elicit from students an example of the type of question an employer would ask in an interview and an example of the type of question an applicant would ask. Write these key words on the whiteboard.  Ok. Today we will do a role play activity. |

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| **Task Preparation** | | |
| Materials: Role play cards (7 cards of Boss and 7 cards of Employee) | | |
| Time | Set Up | Teacher Talk |
| 12min | Whole class  Individual | Procedure  Let’s pretend we are having a job interview.  Instruction  Give one Boss card and one Employee card to each student in class. Allow students one or two minutes to read the information on their cards. Check their understanding and answer any questions they have.  Explain what the bosses and the employees have to do. The bosses should move around the room asking questions until they find someone who’s qualified for the position. The employees should answer the bosses’ questions and describe their abilities until they find the right job for their abilities and personalities.  Pretend you are a boss and model the activity, with a student role playing an employee. Use a card on the worksheet as your example. And then pretend you are an employee, with a student role playing a boss.  Set a time limit of ten minutes and ask students to start the activity. While the students are doing the activity, move around the room and give help if needed.  When the time is up, stop the activity.  Check whether bosses have found the employees they were looking for and whether the employees have found jobs.  (Distribute role cards to the students)  (Students read them.)  (Give time warning : 1 minute left)  Are you ready? Good. |

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| **Task Realization** | | |
| Materials: role play cards, | | |
| Time | Set Up | Teacher Talk |
| 5min | Whole class (individual speaker) | Time is up. Did you guys talk each other enough?  Do you remember any kind of jobs?  **Instruction**  Make students talk about few jobs and write them down on the board.  Did you find someone perfect for you? If you so, can you introduce about you and tell us why you want to hire him or her?  **Vocabulary**  Write names about jobs and also write key vocabulary about those jobs.  He said he wants to hire her because she has \_\_\_\_ ability and this kind of personality. And she has flexable time schedule…  **Instruction**  Ask the other students about individual speaker’s decision. If they have different opinion, also write about it.  I think this job needs this kind of ablilty and personality most. I realized that its really important that you give a good impression about you and briefly can tell about yourself in short time. |

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| **Post Activity** | | |
| Materials: | | |
| Time | Set Up | Teacher Talk |
| 6mins | Whole class | I guess everyone has experiences for interview. Even for part time jobs. There are some things help you be recruited. And there are somethings you shouldn’t do in interview.  Anyone can tell us about what we should do and don’t related to your interview experience?  **instruction**  make clear what we should do and don’t. and get their agree to it.  Today we did role play interview. I hope you learn about interview manners and skills as a interviewer or interviewee. There is no perfect answer since we are all different. But like we talked. There must be basic rules and manners. Let’s keep that in mind and be perfectly prepare for our interviews. Thank you. |

**Image of job interview**



**Role cards**

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| Boss  You're looking for a bilingual teacher for kindergarten children.  Best Candidate : \_\_\_\_\_\_\_\_\_\_\_\_ | Employee  You have three children and want to have three more. You speak Spanish and English and teach kindergarten at a local school. |
| Boss  You're looking for a sales manager who can travel all over the world. You want a person who speaks several languages and who understands Oriental culture.  Best Candidate : \_\_\_\_\_\_\_\_\_\_\_\_ | Employee  You speak Japanese, Chinese, English and French. You always visit new cities on vacation and work as a sales manager for a multinational company in Japan. |
| Boss  You're looking for a full-time secretary. You need a person who can type 60 words a minute and is good at using all programs on a computer.  Best Candidate : \_\_\_\_\_\_\_\_\_\_\_\_ | Employee  You want a full-time job. You are a friendly, happy person and can type 90 words a minute. You love using computers and like working in offices. |
| Boss  You're looking for a full-time maid for your apartment. She needs to be a good cook and be able to clean well. You have two children and this person needs to take care of the children during the day.  Best Candidate : \_\_\_\_\_\_\_\_\_\_\_\_ | Employee  You don't have much education but your house is always perfectly clean and your children are happy and get good grades in school. You can cook well and are looking for a full-time job during the day. |
| Boss  You're making a movie and need an action hero. This person needs to be handsome, strong, intelligent and a good actor. Experience as an actor is essential.  Best Candidate : \_\_\_\_\_\_\_\_\_\_\_\_ | Employee  You're looking for a job in Hollywood. You have big muscles, you read three books a week and all the women love you. You make amateur movies with a friend in your free time. |
| Boss  You work at a new children's magazine and need a person to draw pictures for your next issue. Your ideal candidate draws well by hand and on the computer in a variety of styles. This person needs to draw quickly, too.  Best Candidate : \_\_\_\_\_\_\_\_\_\_\_\_ | Employee  You go to art school and draw pictures all over your notebook during class. You draw well on the computer also. You work freelance for different kinds of magazines, including Marvel Comics and a magazine for golfers. You like short deadlines. |
| Boss  You need a part-time receptionist who is friendly, happy and efficient. Your ideal candidate needs to be able to answer the phone and make coffee.  Best Candidate : \_\_\_\_\_\_\_\_\_\_\_\_ | Employee  You love to talk on the phone and you can only work part-time. You are happy, organized and friendly. You make great coffee! |
| Boss  You need a motorcycle delivery boy to take documents to customers. This person needs to own a motorcycle, ride it well and be familiar with the city. | Employee  You have a brand new motorcycle. You love riding it and you know your city well. You have a good map too. You are responsible and friendly. |
| Boss  You're looking for a trash collector to work at night. You candidate doesn't need to have much education but needs to be in good physical shape and very strong. | Employee  You don't know what job you want. You don't speak a foreign language and you don't go to school. You work out in the gym every day and can run faster than all your friends. You enjoy working at night. |
| Boss  You’re looking for a cook who can work at night, prepare French food and develop delivery spreadsheets on the computer | Employee  You love food and you love cooking. You are a professional chef and take an online cooking course in your free time. You don't like waking up early because you stay up late at night trying new recipes. |