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| ☐ Listening ☐ Speaking Reading ☐ Grammar ☐ Writing |
| **Topic: How to Succeed in a Job Interview.** |

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| Instructor:  Bella (Hye Bin Koo) | Level:  Upper-Intermediate (age over 20) | Students:  7 | Length:  40~45 minutes |

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| Materials:   * The image of 'Job interview' * Images & words PPT file (related to the topic) * 9 copies of Worksheet 1 [7 Rules for Job Interview Success] * 9 copies of Worksheet 2 [Job Interview Dialogue] * 9 copies of Worksheet 3 [Resume Example] * White board and board markers * Computer and beam projector or monitor |

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| Aims:   * Students will be familiar with key vocabulary through teacher's explanation and CCQ * Students will be able to get the main idea by reading texts and sharing opinions. * Students will practice speaking and listening abilities by role-playing and sharing ideas with each others. * Students will practice writing ability by making their own resume. |

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| Language Skills:   * Reading: texts "7 Rules for Job Interview Success", "Job Interview Dialogue"',   "Resume Example"   * Listening: teacher's presentation, instructions, classmates' ideas * Speaking: sharing ideas with people, job interview role-play * Writing: role-play script, make resume |

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| Language Systems:   * Lexis & phonology: words associated with the topic (interviewer, interviewee, employer, employee, resume, bachelor's degree) * Function: write a resume and have an interview to get a job * Discourse: talk with partners |

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| Assumptions:  Students already know:   * how the class is set up and run. * the teacher’s style of teaching and the pace of the course. * how to work together with their partners. * students have experience interviewing to get a job. |

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| Anticipated Errors and Solutions:  \* Students may have difficulties in understanding key vocabulary   * Give them further examples and check if they understand correctly by asking CCQ   \* Students may not be able to concentrate while discussing   * Teachers move around and encourage students to focus on what they are doing   \* If students finish their tasks earlier than anticipated   * Do the 'SOS activity'   \* If there is not enough time to complete the lesson   * Assign the post activity writing task as a homework assignment |

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| References:  Collins Cobuild Advanced Learner's English Dictionary  https://en.oxforddictionaries.com/  https://pixabay.com/ko/ (free images)  http://www.freepik.com/ (free images)  https://www.google.com/imghp?hl=ko (free images)  https://www.livecareer.com/quintessential/interview-success  https://www.monster.com/career-advice/article/boost-your-interview-iq  https://www.utsa.edu/hr/docs/InterviewQuestions.pdf  https://www.thebalance.com/questions-to-ask-in-a-job-interview-2061205  http://www.eslfast.com/robot/topics/employment/employment04.htm  http://www.bestsampleresume.com/examples/counselor/after-school-counselor.html |

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| **Lead-In** | | |
| Materials: The image of "Job interview", Computer and beam projector | | |
| Time | Set Up | Teacher Talk |
| 3min | Whole class | **Procedure:**  Hello everyone! How are you?  Have you guys had anything fun on the weekend?  Sounds great!  Now, I want to show you some pictures.  (Display pictures on the screen)  Guiding Questions  What are they doing?  Who is that woman in the picture?  What about the man?  Why do you think she is an interviewer?  (Elicit students ideas.)  Right! They're interviewing and she's the interviewer.  Well done! so today, you are going to read some useful texts about getting a job.  But first, we will learn some vocabulary that help you to read. |

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| **Pre-Activity** | | |
| Materials: Computer and beam projector, Images & words PPT file, 9 copies of Worksheet 1 [7 Rules for Job Interview Success] | | |
| Time | Set Up | Teacher Talk |
| 3min  3min  7min | Whole class  Individually  Pairs & Whole class | **Procedure:**  **1. Vocabulary (Images & words PPT)**  Let me show you another pictures.  - Show students 'Images & words PPT' one by one and explain details if needed  **1. Interviewer, Interviewee** an Interviewer is a person who is asking someone questions at an interview and an interviewee is a person who is being interviewed.  **2.** **Employer, Employee** anemployer is the person or organization that you work for and an employee is a person who work for wages or salary  **3. Resume** a brief account of a person's education, qualifications, and previous occupations. You should send it when you are applying for a job.  **4. Bachelor's Degree** the degree awarded on completion of a university undergraduate course  CCQ  - Who will interview you when you have an interview?  - How would you call a person working for a company to get paid?  - What would you send when you are applying for a job?  - What do you get when you complete a university undergraduate course?  Well done everyone!  **2. 7 Rules for Job Interview Success**  Instruction  Now, I'll give you an article on how to succeed in a job interview.  It 's okay if you don't know some of the words. Just try to get a main idea.  Work individually, you have 3minutes.  CCQ  -Are you working alone?  -How much time do you have?  Monitor discreetly. Answers students if they ask questions.  Choose one or two things that you think is most important in the text and discuss the reason with your partner sitting next you.  I will give you 7 minutes.  CCQ  -How much time do you have?  Choose 1~3 students and let them tell their opinions |

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| **Main Activity** | | |
| Materials: 9 copies of Worksheet 2 [Job Interview Dialogue] | | |
| Time | Set Up | Teacher Talk |
| 10min  5min | Whole Class & Pairs  Whole Class & Pairs | **Procedure:**  **Job Interview Dialogue**  Instruction  From now on, based on the text you have read so far, you will make your own "Job interview" dialogue.  (Hand out text)  As you can see, In the first part, there are questions the interviewer might ask the interviewee.  And the second part, there are questions the interviewee can ask the interviewer.  There is a sample dialogue at the end, so you can refer to that when you make dialogue.  Let's make three groups.  One of you will be an interviewer and the other one will be an interviewee.  You can decide who is going to be an interviewer, and interviewee.  You have to ask each other two questions.  You can choose two questions you want in the worksheet I gave you.  There are many good example questions.  Once you decide which question to ask, think about the answers to that.  Try to think that it's a real situation and tell about your real story.  Also, you can choose which kind of job you are applying for.  This is just practice for fun, so make it short and simple.  You should role-play your dialogue later, so you better write it down.  You have 10 minutes.  CCQ  How much time do you have?  Who are you going to be?  Monitor discreetly. Answers students if they ask questions.  Have students share the dialogue they made with the class.  Well done everyone! I'm glad you guys did great job than I expected. |

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| **Post Activity** | | |
| Materials: 9 copies of Worksheet 3 [Resume Example] | | |
| Time | Set Up | Teacher Talk |
| 14min | Individually & Whole Class | **Procedure:**  **Write your own resume**  Instruction  Now, I'll give you a resume sample.  (Hand out text)  This is Jane Smith's resume who are seeking for a job as an after school counselor. Now, make your own resume based on her one.  For the 'Career Objective', write the type of position you are seeking and skills you can offer the employer.  The other parts are not difficult, so I'm sure you can figure them out.  Work individually and I'll give you 14 minutes to read the text and write a resume.  I know there is not enough time to finish it all.  But don't worry! just get started now, and you can go home and finish it.  CCQ  How much time do you have?  what are you supposed to do now?  **Conclude lesson**  Alright, since it's almost time to finish today's lesson, please complete your resume when you go home.  Everybody did very well today. Thank you! |

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| **SOS Activity** | | |
| Materials: nothing | | |
| Time | Set Up | Teacher Talk |
| Remaining Time | Groups | (If students finish their tasks earlier than anticipated)  1. Divide the students into two groups and let them share about their experiences of job interview. (Asked unexpected questions, made mistakes, etc.) |

**7 Rules for Job Interview Success**

These rules and tips will help job-seekers to maximize potential employment opportunities… and receive job offers you deserve.

1.Speak clearly and enthusiastically about your experiences and skills. Be professional and don’t be afraid of short pauses. You may need a few seconds to formulate an answer.

2.Be positive. Employers do not want to hear a litany of excuses or bad feelings about a negative experience. If you are asked about a low grade or a sudden job change, don’t be defensive. Focus instead on the facts and emphasize what you learned from the experience.

3. Practice good nonverbal communication. It's about demonstrating confidence: standing straight, making eye contact and connecting with a firm handshake. That first nonverbal impression can be a great beginning to your interview

4.Research information about the company before the interview. Some important information to look for includes what activities are carried out by the employer, how financially stable the employer is, and what types of jobs exist with the employer. Know how you can help the company and prepare questions to ask the interviewer about the company.

5. Plan to arrive for your interview 10-15 minutes before the appointed time. Arriving late creates a bad first impression and may doom your chances.

6.Use appropriate language. It's a given that you should use professional language during the interview. Be aware of any inappropriate slang words or references to age, race, religion, politics or sexual orientation -- these topics could send you out the door very quickly.

7. Ask lots of questions. Asking questions gives you the opportunity to find out if this is the right place for you. The best questions come from listening to what you're asked during the interview and asking for additional information.

Dr. Randall S. Hansen, Carole Martin

**Sample Job Interview Questions You May Use**

Tell me about yourself. / Why should I hire you?

What is your biggest strength? / What is your biggest weakness?

Why do you want this job?

How would your co-workers describe you?

Do you prefer to work by yourself or with others?

Tell me what "success" means to you.

Under what conditions do you work best?

Why did you leave your last job?

What have you learned from previous jobs?

**Good questions to Ask at the End of the Job Interview**

What is the company's management style?

What is the best part of working for this company?

What do you think are the most important qualities for someone to excel in this role?

Please describe the culture of the company.

What do you like best about working for this company?

Is this a new position? If not, why did the person before me leave this role?

What is the next step in the hiring process?

**Simple example Job Interview Dialogue**

A: Good morning, I am here for my interview.

B: Hello, nice to meet you. I'm Mr. Gotcha. Please take a seat.

A: I am glad to meet you.

B: So why don't you tell me why you are interested in changing positions?

A: Unfortunately, our company is shutting down due to the economy.

B: What would you consider your strengths?

A: I am probably best at researching for marketing purposes.

B: What is your biggest weakness?

A: I had difficulty with calculus during college, but I persevered with tutoring assistance and extra effort.

B: Very good. You seem to be the kind of employee we are looking for.

After School Counselor Resume Example

**Jane Smith**

56 Example Street Atlantic City, NJ 65551 (052) 965-2085

**Career Objective:** To work as an after-school counselor for “Easy Bridges Elementary School” and assist children in developing arts & crafts, sports, board games, and computer skills.

**Summary of Skills:**

•Immense interest for working with children

•Skilled in monitoring behavior of children during activities

•Creative in communicating with children in easy and understandable language

•Matured in deciding when to be strict with children and how to implement it

**Work Experience:**

After-school Counselor

Harmony School, Jersey City, NJ February 2014 - Present

•Assisting children in completing homework and preparing for test

•Planning and conducting outdoor activities to help children learn new skills

•Teaching computers, sports, board games, etc. to children

•Provided support to students for emotional and social development

•Monitored students' behavior during play activities

•Maintained records of students and communicated with parents on their development

**Education:** •Bachelor's Degree in Human Services

Knowledge College, Anaheim. 2011

**COMPUTER SKILLS:** MS Office Applications

**LANGUAGES:** Bilingual (English/French)

**ADDITIONAL CAPABILITIES:**

• Hard worker who works independently and responds promptly

• Helpful approach and positive attitude