EASY ACCESS ENGLISH 360 DEGRESS

Lesson Plan Easy Access English

Just the Job!

EAE Learning objectives for this lesson

Practice Interviews
Use linking words
Comprehension

INTRODUCTION - Walk around and ask some these questions:

1. When was your last job interview?
2. Do you have any good or bad experiences with job interviews?
3. What do you find difficult about job interviews?
4. Do you have any funny stories about job interviews?

Now as a group, brainstorm some questions that you might be asked in an interview and we will write them down together.

ACTIVITY ONE Interview Disaster! What went wrong?

http://www.youtube.com/watch?v=fipSEmdj3i0

http://www.youtube.com/watch?v=rmOsKHguAE0

http://www.youtube.com/watch?v=JVA8Vqkwwcw

1. With your partner, write a list of 5 things to avoid doing in an interview.

2. With your partner, write 5 tips about how to be great in an interview!

ACTIVITY TWO – WALL DICTATION - Body Language – Read the text and pay attention to your stress and intonation

Body language is vital in an interview, it can make it or break it. Your body language gives away how you really feel and interviewers often use it to gauge your true feelings about the position. Less than 10% of our communication comes from what we actually say, the rest is down to how we move, how often we touch our face or fiddle, and how we hold our bodies. Having good confident body language helps us make a good first impression. Here are some important tips to help you: Don't sit with your arms crossed because it will make you look defensive Don't slouch and look too casual, you won't look interested and the interviewer won't take you seriously! You SHOULD make direct eye contact with the interviewer, this shows that you are enthusiastic and curious.

What other tips do these videos give you?

http://www.youtube.com/watch?v=Sd_dGhHAAFc

http://www.youtube.com/watch?v=uEr6ptZ4JQU

With your partner, can you think of any other good tips for your body language during an interview?

ACTIVITY THREE

Are you familiar with these linking words? What do you think they mean?

Linking words can be very helpful in an interview, they help you express yourself more clearly.

Now	Sure	Apart from
Actually	Well...	Which means that...
Although	In the end	
In order to	Especially	

Fill in the gaps in the conversation below using the linking words above

- [**Interviewer**] ....., you say you also deal with unpleasant job of customer complaints. How do you find that?

- [**You**] ..... I enjoy the challenge. ..... it was difficult at first, I feel I have developed the ability to listen constructively .... find the right solution to a problem.

- [**Interviewer**] Could you give me an example?

- [**You**] ..... Only yesterday an angry customer came into the shop. She had been waiting for 2 months for the delivery of a pair of shoes she had bought for her son's wedding.

- [**Interviewer**] What did you do?

- [**You**] ....., I offered her a seat and made her a cup of coffee while I made some telephone enquiries. .... I found out that there was an error on the computer system, so I organised to have the shoes sent to her the next day. The customer was very pleased, ... as they were just in time for the wedding.

- [**Interviewer**] Very good. Let's talk about the vacancy. .... being my deputy and handling complaints, the main responsibility is managing the sales team. Can you tell me some more about your experience so far of managing people?

- [**You**] Sure. In my current work I am often left in charge of the store on Tuesday and Wednesday afternoons, ... I supervise a team of 6 people.

ACTIVITY FOUR

Role play

With your partner, act out one the following interview situations with your partner, first act it out badly, then act it out successfully! Remember to use your body language to help you! Be imaginative!

1. You arrive late for an interview for a job that you really want.

2. You arrive at your interview, and realize that you have forgotten your CV, and your notes with questions!

3. You didn't get much sleep last night, so you are very tired for your interview!

4. Your interviewer asks you a very difficult question and your mind goes blank!

ACTIVITY FIVE

Interview! Interview your partner for their perfect job. Use some of the questions that you looked at in the beginning of the lesson, as well as the linking words in Activity Three to help you!

Then feedback to the class: Which questions were difficult to answer? Would you hire your partner for the job?

ACTIVITY SIX

This is what job interviews might have been like in the past, what do you think they will be like in the future?

http://www.youtube.com/watch?v=b56eAUCTLok

