

UNEX Developing Written Skills



Title: Job Interview

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Keywords: #writing skills, #writing CV, #writing questions, #job interview, #writing scenarios, #teamwork

Duration: *Approximately 40 mins.*

Description:

This activity is a great for students between 10 and 18 years old, as it can be adapted to the age of the students. The main point of the activity is to prepare the students for situations when they would have to apply for a job and to make them confident to answer interview questions.

Objectives:

1. Practicing grammar
2. Practicing vocabulary
3. Sentence structure.
4. Creativity

Activity(ies) (Stages):

The teacher has to divide the class in teams and every team needs to be formed from 3 people where 2 of the students are Interviewers and one student is a job applicant.

When the roles are agreed on, the teacher needs to explain that every candidate needs to select his dream profession, and inform the team about the selected profession in advance, and write a short motivational letter. (To explain with a few sentences why he is applying for this position). At the same time, the students who are playing the role of interviewers have to come up with different questions for a job interview based on the predetermined position of the team member who is taking the role of a candidate. The teacher has to set a timer and give a deadline to the students.

When the preparation time is over, each team plays the scenario of a job interview by using the prepared written materials from the students.

The teacher has to start a discussion after each group and to correct the mistakes if its necessary. At the same time the teacher should highlight the good points and praise the students.

Tips for trainers

To make it clearer for the students, the teacher can write down on the black board a few careers that the students can choose from.

The text which has to be written from the students, can be done by computer or handwriting, based on the teacher decision.

To make it easier for the students, the teacher can prepare the text for the motivation letters and the questions with a blank space, where the students can come up with their own ideas. The prepared templates can be written by the teacher on the black board or be presented via projector, based on the teacher decision and the available options.

Examples for Motivation letter and questions.

- It is with a great pleasure that I am submitting my application for _____ (the available position) at _____ (company name).
- My passion for _____ started when _____.
- I want to _____ because _____.
- I have been part of _____ for ___ months/years. It's the best thing for me because _____.
- I remember once when I _____, which made me realize that I _____.
- _____ resonates with me because _____.
- What distinguishes me from my peers is _____.

Example template for Questions for the Job interview.

- Tell me about yourself.
- What are your biggest weaknesses?

- What are your biggest strengths?
- Where do you see yourself in 5 years?
- Describe your dream job.
- What kind of work environment do you like best?
- Tell me how you think other people would describe you.
- Do you have any questions for me (the interviewer)?

For more advanced students, the challenge could be the task of writing a bigger amount of words and providing a complete structure to the motivation letter, as each of the students has to write both the letter and questions. Moreover, the teacher can form more groups in order for every student to have the opportunity to play both roles, as a candidate and as an interviewer.

List of resources, materials etc.

Pens / pencils and paper for each of the students.

Evaluation/Feedback

The teacher will provide feedback on the applicability of the method.

The teacher evaluates students' competence ability after each activity, according to the written results.