

Session: Preparing for Interview

Apx Session Length: 50 Mins

Topic/Aims:	To get students to consider how to dress and present themselves appropriately for interviews
Learning Outcomes:	To describe what clothes are needed for an interview To identify ways of how to speak and act in an interview
In class activity:	Group Activity / Individual and classroom based activities
Resources:	Internet access to watch clip Prepare some interview questions

Preparing for Interview - Introduction

At some point all of us go for an interview. It might be for a job, or for a course at college or university. How we prepare, and how we look, as well as how we behave, in the interview are crucial. This workshop is designed to get you thinking in advance about how you can prepare, and be confident when you get to interview. There's plenty of do's and don'ts and some funny examples of how not to do it!

Time:	Tutor & Support activity:	Student Activity:	Checking learning against objectives:	Differentiation:	Resources:
5 mins	Icebreaker: one at a time the group members say their name and tell the group and something they are good at. The tutor starts. Example can be from in or out of school.	Class activity		All the class needs to take part – Ensure all answers are	

				different	
10 mins	<p>Set the scene - At some point you will be attending a job interview, and it is important that you give the right impression to make sure you have a good chance of securing the job.</p> <p>How wrong can it go?</p> <p>Show Clip-</p> <p>http://www.eslvideo.com/esl_video_quiz_high_intermediate.php?id=11250</p>	Class activity	To identify ways to speak and act at interview	Ensure all students can see and hear the screen	Internet White board / projector
15 mins	<p>Brainstorm: class discussion about top tips for interview. Students take it in turns to come up and put a top tip on the whiteboard.</p> <p>We are looking for:</p> <ul style="list-style-type: none"> • Confidence • Preparation • Good body language • Meeting the persons eye • Dressing smartly 	Class Activity	To identify ways of how to speak and act in an interview	All student need to think of a top tip – This can be done as a group or as individuals	Whiteboard Pens
5 mins	<p>A good interview?</p> <p>Play Clip -</p> <p>http://www.youtube.com/watch?v=6U7kLrWZU-c</p>	Class Activity	To identify ways of how to speak and act in an interview	Ensure all students can see and hear the screen	Internet White board / projector

20 mins	<p>Using the video clips students come up with 7 interview questions that they feel would enable them to get to know the candidate better. These are noted.</p> <p>Can be either done in pairs or by volunteers at front of class.</p> <p>Students use role play to act out the scenario of attending an interview, using the questions formulated earlier.</p>	Group Activity	To identify ways of how to speak and act in an interview	Student to work in pairs but if there are odd number they can work as a three with one of the roles being an observer – Ensure all have a turn as an interviewee	Interview questions
Summary	<p>Key areas checklist</p> <p>In groups the group needs to list how to dress for interviews and list 3 things to remember when going for an interview</p> <ul style="list-style-type: none"> • Check how you look • Remember body language, this includes how you walk and looking directly at people and smiling! • Maintain regular eye contact during the interview • Listen and concentrate on what is being said • Speak clearly, with no bad language or slang • Look and sound interested! 	Q&A Feedback session	To describe what clothes are needed for an interview To identify ways of how to speak and act in an interview	Check students understand the task by walking over to each group	

Evaluation: Did the students achieve all the objectives? What went well? What did not work?