

Theme Employment	Topic Interview skills
Stage: 2	CLB Outcome Level(s): 7 - 8
Task: Students describe their skills and characteristics for an employment interview.	
Estimated time for the task: 4-5 hours	
<p>Outcomes <i>By the end of this topic, learners will be able to ...</i></p> <p>Speaking</p> <ul style="list-style-type: none"> • respond to a formal welcome(8) • manage conversation (8) • resume after interruption (7) • narrate, describe coherently (8) • maintain conversation by various strategies (e.g. ask follow-up information questions) (7-8) • ask for and/or provide detailed information related to routine work requirements (8) • express (and qualify) opinions, feelings, doubts and concerns (8) <p>Listening</p> <ul style="list-style-type: none"> • identify stated and unspecified details (in video- and audio- mediated listening texts/discourse as required) (7-8) • identify rhetorical signals of chronological order/sequence, comparison and contrast, and cause and effect (7) <p>Reading</p> <ul style="list-style-type: none"> • identify factual details and some inferred meanings in moderately complex extended texts (7-8) • follow an extended set of multistep instructions for an established process or procedure (8) • demonstrate comprehension of one- or two-page extended text (classify/categorize/define concepts based on information) (7) <p>Writing</p> <ul style="list-style-type: none"> • convey personal messages in formal short letters (7-8) 	
<p>Suggested Resources</p> <ul style="list-style-type: none"> • <i>Vocabulary in Use</i> (Upper Intermediate) #34 • Employment Activities: http://www.elsanet.org/education/job.html 	<p>Suggested Community Contacts</p>
<p>Language Focus <i>Grammar, vocabulary, pronunciation</i></p> <ul style="list-style-type: none"> • grammar: modals • vocabulary: personal adjectives 	

Developing the skills

To achieve the outcomes learners could ...

1. Warm-up – Teacher and/or learners (est. 45 mins.):

- compile a series of job postings with detailed descriptions (often available on employment websites, such as sos@psc-cfp.gc.ca, monster.ca, etc. or in the Careers section of newspapers)
- learners identify key words for education, experience, characteristics and skills required for the jobs

2. Writing Task - Learners (1 hour):

- using the job descriptions from previous activity and a formatted letter template, “respond” to the postings with a letter to introduce themselves and their qualifications for the job

3. Listening and Speaking Task - Learners (20 mins):

- practise telephone role-plays to establish contact, briefly introduce themselves and set up an interview

4. Vocabulary-building Task - (45 mins):

- learners brainstorm character adjectives (i.e. “creative”, “organized”, “disciplined”, “hard-working”, etc.)
- teacher guides learners through positive and negative attributes
- explains the need to “sell yourself” during an interview, keeping everything positive
- negative adjectives are re-examined to change to positive connotations (i.e. “stubborn” becomes “determined”)
- learners each establish a personal list of (“positive” and “negative”) characteristics to describe themselves

5. Listening Task (Who am I?) - (20 mins):

- each learner writes 5 adjectives to describe themselves best
- teacher collects the lists from students and reads each list aloud to the class (without the name)
- learners guess at which classmate is described by the adjectives

6. Final Task (Listening and Speaking) - (1 hour):**Mock Interviews**

- teacher provides learners with sample interview questions, explaining vocabulary and (cultural) relevance as required
- learners prepare personal responses
- learners role-play asking and answering interview questions
- teacher encourages learners to give supporting details to interview questions

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SAMPLE LESSON PLANS FEEDBACK FORM

I have used the lesson plan on:

THEME _____

TOPIC _____

MONTH POSTED _____

I used the lesson plan with these changes...

Another task to add to this lesson plan could be....

Here are some additional resources for this lesson ...

In general, I have found the sample lesson plans to be:

Very useful

Somewhat useful

Not useful

Please circle your response

COMMENTS:

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