

Theme: Preparing for Employment in the Service Industry	Length: 3 hours	
Topic: Resumes Cover Letters Interview Skills References	Target Audience: CLB 4 – 5	
Lesson Objective(s)/Task(s): Students will peer edit resumes and cover letters Students will incorporate instructor’s advisement and implement revisions on their resumes Students will listen to tips and strategies from experts on interview skills Students will begin to practice their interview skills by asking and answering questions Students will comprehend the importance of Canadian references Students will compile a list of potential references		
Learner Outcome(s): By the end of the lesson, students will be able to Listening Recognize and interpret advice, opinions, and suggestions (5) Speaking Express feelings and opinions (5) Give a brief description of personal experiences or situations (4) Ask for and give information related to routine daily activities in one-on-one interactions (5) Provide necessary information, ask relevant questions, express opinions, and repeat information and ideas to confirm understanding (5) Reading Understand the purpose, main idea, and key information in short texts related to personally relevant situations and topics (4) Writing Write a paragraph to relate a familiar sequence of events, description or a person, object, or routine (5)		
Resources and Materials: Student laptops PPT “Interview Skills & References”		
Activity	Timing	Possible Roadblocks & Solutions
1. Greeting and Homework Take Up - Instructor will welcome the class, take up the business idioms homework, and poll the students to see how they did with completing their resumes and cover letters	15 minutes	
2. Resume and Cover Letter Revision - Students who completed their resumes and cover letters will pair up and peer edit each others’ work. Those who had not completed their homework will be given a little time to do so. After pairs have had some time to help each other with revisions, the instructor will walk around and	45 minutes – 1 hour	Students will have completed this homework to varying degrees. The instructor will have to try to limit the amount of class time consumed for resume

<p>add any additional editing insight for the students to incorporate.</p>		
<p>Break</p>	<p>15 minutes</p>	
<p>3. Interview Skills & References - Instructor will use the PowerPoint “<i>Interview Skills & References</i>” to introduce key concepts for delivering a strong interview. Instructor should allow time for significant discussion of key points, asking students to compare and contrast what they are learning about interviews in Canada with their prior experience, so they can begin to internalize any significant differences. After a thorough discussion of interview tips, the instructor will move on to the references section of the PowerPoint and repeat the procedure.</p>	<p>1 hour 25 minutes</p>	<p>writing and remind students that completion of their resumes, even if predominantly done outside of class time, is a course requirement and a crucial part of their pathway to getting a job in Canada.</p>
<p>4. Homework - Instructor will go over the homework: Next class, students will be practicing their interview skills. They should think about their work and life experience and make sure they know the English words to describe that experience in a way that will be <i>relevant</i> to the jobs for which they are applying now in Canada. For homework, the students will write down a short biography of their work experience that could be spoken in 1 minute. They will think about their personal answers to the top ten interview questions, following the set up, transition, rule of 3, conclusion format. They will come to next class prepared to practice these interview questions, having looked up necessary words in their translators prior to next class. They will also have compiled a list of potential references to add to their portfolio and to show to the instructor next day.</p>	<p>5 minutes</p>	
<p>Notes:</p>		
<p>Written By: Laura Mitchell</p>		