

Theme: Preparing for Employment in the Service Industry	Length: 3 hours	
Topic: Interview Skills	Target Audience: CLB 4 – 5	
Lesson Objective(s)/Task(s): Students will review interview tips learned last class Students will demonstrate skills by asking and answering the ten most common interview questions Students will revise and practice one minute biographies Students will deliver one minute biographies in front of the class Students will ask classmates follow up questions about their biographies Students will answer questions from classmates regarding their work experience		
Learner Outcome(s): By the end of the lesson, students will be able to Listening Understand the gist and some detail in moderately complex common & predictable social exchanges (5) Speaking 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)		
Resources and Materials: Word Document “Ten Common Interview Questions” (1 page)		
Activity	Timing	Possible Roadblocks & Solutions
1. Welcome and Homework Review - Instructor will ask students how they fared compiling a list of references to have ready for potential employers and will ask to see those lists. Students will then be asked about their experience with preparing a work biography tailored to the types of jobs for which they will be applying. Instructor will go over any lingering questions students may have and will look over their reference lists and biographies.	15 – 20 minutes	Some students may be struggling to effectively prepare resumes, cover letters, reference lists and interview skills. The instructor may have to pull a few individuals out during interview practice and help them catch up to speed and/or trouble shoot.
2. Interview Practice - Class will be arranged in pairs. Pairs will be given copies of the ten most common interview questions, which they saw in a PowerPoint slide in the previous class. Before commencing practice, the instructor will review the model format for answering questions: A set up, transition, 3 (or 2) key points, and a conclusion. The instructor will model an example answer and then have several	1 hour 15 minutes	

<p>students model example answers to the question: <i>tell me about an accomplishment you have had in your career</i>. Instructor will write this question on the board and then model their answer to the question (tailoring it to the service industry) and then a few students will follow. Instructor will answer any questions that ensue and then release the class to practice. Pairs will ask and answer the first <i>two</i> questions of the ten to each other and then switch partners, repeating the process until all ten questions have been asked and answered among all the partner sets. Instructor will facilitate a take up by inquiring about confidence levels while answering, road blocks, and stress levels, and having a few pairs model their responses for the class.</p>		
<p>Break</p>	<p>15 minutes</p>	
<p>3. Revise and practice one minute biographies - Instructor will return all lists of references and one minute biography write ups to the class. Students will be informed that they have a few minutes to look over the biographies and consider either revisions the instructor made or insights they gained themselves by answering the question the first time during pair work.</p>	<p>1 hour 15 minutes</p>	<p>Some students will be resistant to doing this activity and may need to be reminded that this is practice, that struggling is perfectly acceptable, and that it's better to struggle through it now than during an actual interview. Some students may need to take their notes up with them.</p>
<p>4. One Minute Biography Presentations - After a few minutes of preparation, each student will go to the front of the class and deliver their one minute biography as a presentation. Following their delivery, classmates will ask follow up questions which the presenter must answer. This will continue until all students have had the opportunity to practice their biography.</p>		
<p>5. Homework - If time remains after each student has delivered their one minute biography, the students may get an early start on their homework, reading and writing example sentences for "Think outside the box" to "under the table." They may also use any additional time to continue developing/perfecting their resume, cover letter, interview skills and/or to begin contacting their list of references to ask permission to use them as a reference.</p>		

Notes:

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