

SIMULATED INTERVIEW TEACHER'S NOTES

Aim

The aim of the exercise is to simulate a job interview using a guided script. Students are to demonstrate that they can follow the script and answer the questions correctly using the correct pronunciation.

Time

3–5 minutes per interview, depending on the level of the students.

Preparation

Make one copy of the worksheet for each student.

Students should have completed the following worksheets before attempting this task:

- Understanding job advertisements
- Identifying capabilities and achievements
- Preparing your résumé
- Writing a covering letter

Arrange for a table and two chairs to be placed at the front of the class, so that the whole class can see the interview process.

Procedure

- 1 Explain to the students the process of how an interview works and then hand out the student worksheets.
- 2 Students work in groups of three and brainstorm ideas for personal qualities in exercise A.
- 3 Explain how to select two personal qualities and match them with one of their *I can do* and *I have done* statements for exercise B.
- 4 Go through the script with the students and then demonstrate what is expected from them by completing the interview in exercise C with one of the students from the class.
- 5 Students work in groups of three: two students conducting the interview, with one checking for errors, omissions and pronunciation problems. Facilitate and monitor progress.
- 6 Make notes on the board as you go along to assist the students.
- 7 When the students are confident, they complete the task with you as the interviewer at the front of the class.
- 8 Students listen and look for errors and any other problems.
- 9 As an additional activity for more advanced learners, have students make their own scripts for future interviews.