

Area/Skill - LA, Writing	Cognitive Skill Level - Application	Correlation to Framework - 01.05	Lesson Number - 30
<p>Activity Title - Preparing for a Job Interview</p> <p>Goal/Objective</p> <p>To assist students in preparing for a job interview.</p> <p>Lesson Outline Introduction</p> <p>Students must be ready for job interviews. Some may have never have gone through a formal job interview. To make the process less threatening requires preparation. Job interviews are a real-life connection of language arts to the student's daily life.</p> <p>Activity</p> <p>Have students select two jobs that they would like to apply from the classified ads in the local newspaper. Have them prepare a list of potential general questions that they might be asked for the two jobs that they selected. Next, have them prepare a list of job specific questions. Finally, have them make a list of questions to ask the prospective employer.</p> <p>Debriefing/Evaluation Activity</p> <p>After students have developed their questions, have them share them with the class. Make sure that the questions are written correctly using EAE and that they are appropriate for the jobs that are advertised. Tell students to begin to keep lists of possible interview questions that they can practice answering prior to an interview.</p>			<p>Materials/Texts/Realia/Handouts</p> <ul style="list-style-type: none"> • Chart Paper and markers • Jobs 2001—available from the Internet • Classified want ads from a newspaper
<p>Real-Life Connection</p> <p>Invite a human resources representative from a local business to talk with students about what they might ask in an interview and what they look for in a qualified perspective employee.</p>			<p>Extension Activity</p> <p>Have students assume the roles of employer/interviewer and interviewee and practice the art of interviewing by using the questions that have been developed. Debrief the activity by having students assess how they did in answering the questions.</p> <p>ESE/ESOL Accommodations</p> <p>Provide additional time and practice.</p> <p>Develop sample interview questions that students can model when writing their own questions.</p> <p>Pair students to assist in the writing of sentences that meet the basic rules of EAE.</p> <p>Have students orally state their questions.</p>

GED 2002 Teachers' Handbook of Lesson Plans

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Introduction			
<p><i>Ask:</i> Who has ever interviewed for a job? How did you feel? Were you asked questions that you didn't expect? Were questions from one job interview to another similar?</p>			
<p><i>Say:</i> Successfully interviewing for a job requires effective communication skills. But first, you need to have an idea of what types of questions you will be asked, so instead of merely quickly developing a response, you can spend time practicing specific types of answers.</p>			
Main Activity			
<p>Divide the class into small groups. Provide each group with a copy of the want ads from a local newspaper.</p>			
<p><i>Say:</i> Select two ads that describe a job for which you want to apply. Read the ads. Now, think about some general questions that you may be asked.</p>			
<p>Record the students' responses on the board or on chart paper. Write the title "General Questions" above the students' responses.</p>			
<p><i>Say:</i> Now, think about some job specific questions that you may be asked. In your groups, identify the type of job that is described in the ad. Write questions that are job specific.</p>			
<p>Have the students share some of their job specific questions with the class. Record these questions on the board or on chart paper under the heading "Job Specific Questions."</p>			
<p><i>Say:</i> We now have two lists of questions. One list includes questions that may be asked at any type of interview and the other includes a list of questions that would be asked based on the specific job for which you may be applying. One other list of questions must be developed—that is a list of questions that you may wish to ask a prospective employer. Take a few minutes and draft questions that you want to ask at an interview.</p>			
<p>Have the students share these questions with the class and make a third list on the board or chart paper that is labeled "Questions for the Prospective Employer."</p>			
Debriefing/Evaluation Activity			
<p>Help students to write their questions in an effective manner using the rules of Edited American English. Discuss how keeping a master list of possible interview questions can assist one in being well prepared for the job interview process.</p>			
<p>To further assist students in bettering their communication skills, you may wish to have students practice their interviewing skills by using the sample questions in a role-play situation.</p>			