

Teacher's Notes on Module: Interview Preparation

Objectives:

The objective of this module is to prepare learners for interviews (job and course/college) by studying interview questions, composing responses and practising responses which are relevant to their situations. The preparation also includes interview etiquette, and issues of dress and appearance.

Suggested order of worksheets:

1. Interview questions:

To give learners an opportunity to examine, in detail, questions that are asked at interviews and compose their answers. Role play with another learner helps learners to practice the responses they have prepared. Video or voice recording can be helpful if learners are comfortable with it.

2. Interview Preparation and Advice:

To familiarise learners with interview etiquette and to encourage discussion on issues of dress and appearance. Learners also reflect on their own interview experiences and share with the class.

3. Before the Interview:

Practical advice on how to prepare. A light-hearted questionnaire to reinforce the necessity of good preparation.

Language and Vocabulary

- Vocabulary and language to respond clearly at interviews
- Vocabulary and language to understand the structure and scope of interview questions
- Vocabulary and language to increase self-confidence in an interview situation