

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. Making the Shortlist

To help class focus on job interviews, learners study the personal qualities, abilities and experience of five candidates for a supermarket management position and assess their talents and suitability for the job. Through discussion and conferring with other learners, they shortlist the candidates.

2. 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.

3. Interview Sample Answers

Learners examine sample responses that might be used for the **Interview Questions** worksheet. These responses were compiled from suggested answers given by learners preparing for interview. Learners read through these answers, think of each question carefully and add their own answer where appropriate.

4. 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.

5. 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.