

Time Code Lesson 7: Job Interview Role-play #2**EXTRA MATERIALS:** Unit 12 Quiz 1, copy of sample dialogue

- Collect **Unit 12 Homework 4**, ask students to share their answers.
- Administer **Unit 12 Quiz 1**.
- Write on the board, *What can't you be asked during a job interview? What are some common questions?* Inform students that they are to write down the answer to this question as they view this portion of the video.

32:30

- Play the video after Teresa says, "You should call her tomorrow."
- Pause the video occasionally to discuss Daniel's answers and alternatives to what he is saying.

40:00

- Stop the video after Holly says, "Good-bye."
- Review the questions on the board with students. Ask students to tell you all the things that can't be asked. Then, discuss common questions. Add to the lists.
- Students will create a role play between a manager and a job applicant.
- Set up an interview environment with chairs in position. Have a varied set up with a table in between and with chairs on either side for other pairs of students.
- Pair up students.

Role: Manager

Situation: You are the manager of _____. You are interviewing a job applicant about an open position. Ask the applicant five questions about his/her education and work experience, and one question that you should not.

Role: Job applicant

Situation: You are applying for the job of _____ at _____. You really want, and need, the job. Respond to the manager's questions. Be careful though, he or she might ask an inappropriate question.

Words to use: experience, resume, references, strengths, weaknesses, skills

- Students should read through sample dialogue with partner before creating their own.

Time Code Sample: Job – Assistant Manager of a Grocery Store

B: Hello, _____. I'm _____. How are you doing today?

A: Hello, _____. Have a seat. I'm doing well, and you?

B: I'm fine, thanks.

A: Tell me about your experience.

B: Okay. For the past two years, I have worked as an assistant manager in a clothing store. I manage the employees, help the customers, and deposit the cash in the bank at the end of the day.

A: That sounds like a lot of responsibility. Your resume says that you're studying English. You speak it pretty well. Why are you taking more classes?

B: I want my reading and writing skills to be much better. That's my main weakness right now. It's something that I will improve very quickly.

A: How old are you?

B: I'm sorry. That question is inappropriate. I don't have to answer that.

A: Good answer. Please have someone who knows you well write a letter of reference. Make sure it's a teacher or a former boss.

B: Okay, thank you very much. It was nice to meet you.

A: Thank you for coming.

- Students will perform the role-play in front of the class.

Lesson 8: Job Terminology and Benefits

EXTRA MATERIALS: Unit 12 Worksheet 5, transparency of Worksheet 5, Unit 12 Homework 5

40:01

- Play the video after Holly says, "Good-bye."

40:52

- Pause the video after Sam says, "Holly is my boss and employer."
- Explain that an employer is the person, company, or organization that pays the employee. Sometimes, the boss is not the same as the employer.

40:52

- Continue the video.