

English Job Interview Skills

English language proficiency is an important skill to list on any CV. Many adult ESL students need to practice or learn English to keep their current jobs or to apply for new ones.

This lesson plan aims to help with just that.

Aim: To prepare adult students for a job interview

Skills: Speaking, listening, comprehension

Materials: Blackboard, worksheet for students

Level: Intermediate to advanced

Time: 45 minutes to 1 hour

Part 1: Introduction (10 minutes)

Introduce the topic to the students. Talk about job interviews and why they're important. Ask the students the following questions to spark general conversation about the topic:

1. Have you ever had a job interview before? What was it like?
2. What's important during a job interview?
3. How did you dress for your job interview?
4. Do your skills and personality matter for job interviews?
3. What questions do employers ask during an interview?

Part 2: Activity (20 minutes)

Hand out the worksheet given above. Explain the differences between the **employer** and the **applicant**.

Go over the first two questions in each section for practice. Write a sample answer on the blackboard for the students to see and copy down. Then, have the students finish the worksheet, working in pairs.

Part 3: Role Play (20 minutes)

Once the class finishes the worksheet in pairs, have each pair split up.

One student from each pair will be an employer and the other will be an applicant. Have all the employers remain seated and have them create their own company names (one company per person seated).

The applicants should all stand up. Once all the company names have been created, have the students go around to each employer to find out more information about their companies. The company will then ask each applicant questions as well.

Part 4: Review (5-10 minutes)

Which one was the students' favorite company? Who had the best interview? Have the applicants and students share some of their interview highlights.

Further practice suggestions

For homework, have your students create or update their resumes in English. Have them bring these resumes into class, share some highlights and edit them using their peers' feedback.