

T E X A S   A D U L T   E D U C A T I O N   S T A N D A R D S  
L E S S O N   P L A N

**Before you begin**

**Title:** Speak Up & Get That Job!

**Setting:** ESL

**NRS Level(s):** Level 2: Low Beginning  
Level 3: High Beginning  
Level 4: Low Intermediate  
Level 5: High Intermediate

**Open entry/exit:** Yes

**Context:** Workplace

**Standard(s):** Speak So Others Can Understand  
Listen Actively

**Benchmark(s):** Speak So Others Can Understand: 1.2, 1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 3.2, 3.3, 3.4, 4.3, 4.4  
Listen Actively: 1.2, 1.3, 1.4, 2.2, 2.3, 2.4, 3.2, 3.3, 3.4, 4.2, 4.3, 4.4, 4.5, 5.2, 5.3, 5.4

**Objective:** To aid and prepare students for job interviews.

**Materials:** Whiteboard, markers, “Job Interview” poster, paper, pencils, highlighters, video on interviewing, sample interview questions/answers, check list (do’s and don’ts), guest speaker.

**Estimated time needed to prepare for this lesson plan:** 2 hours

**Estimated time needed to complete this lesson plan:** 12 hours (four 3 hour lessons).

**The Lesson Plan**

**Introduce the lesson:**

Questions students about their understanding of job interviews. Have them express their own real-life experiences. Make a vocabulary list on the board.

**Teach the lesson:**

Guest speaker/teacher model interaction during mock interview; review vocabulary words.

**Practice the lesson:**

Show class a short video on interviewing. Discuss with the group the strategies and phrases used by interviewee and interviewer. Introduce guest speaker to discuss process of interviewing. Provide checklist of do's and don'ts. Get input from class.

**Assess the lesson:**

Matching exercise of vocabulary words/meaning. Have students write at least three do's and don'ts independently.

**Apply the lesson to the real world:**

Students should be ready to successfully and confidently complete a job interview.

**Submitted by:** Marsha Hand, Keli Silva