

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:** Basic Job Interview Skills

**Setting:** ESL

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

**Open entry/exit:** No

**Context:** Workplace

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

**Benchmark(s):** 1.4,1.5

**Objective:** To educate students on basic job interview skills and etiquette

**Materials:** Sample application forms, reference form, flash cards, newspaper employment ads, newspaper article on employment trends, Camcorder, employment agency brochures, guest speaker, list of employment web sites, interview dialog sample

**Estimated time needed to prepare for this lesson plan:** 1 hour, 30 minutes

**Estimated time needed to complete this lesson plan:** 6 – 8 hours

**The Lesson Plan**

**Introduce the lesson:**

Use vocabulary list and flash cards along with the projector to review job application vocabulary and proper attire. Review brochures from employment agencies.

**Teach the lesson:**

Discuss descriptive materials on approaches to job interviews. Utilize dialog sample in role-play. Alert the speaker to interview etiquette needs of the students. Introduce the speaker for a 20-30 minute presentation to students. Allow time for a question/answer session guided by student concerns. Help students formulate questions an interviewer might ask in an actual interview.

**Practice the lesson:**

Students will come to class dressed for an interview. Each student will select a job category and three students to be the “interviewers”. The mock interview is conducted and recorded with the camcorder.

**Assess the lesson:**

The remaining class members (observers) critique the recorded interviews.

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

When students go to actual interviews, they could report back to the class the types of questions asked, expectations of the employer, etc.

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