



“The Future Begins Today

Project KA229 2018-1-PL01-KA229-050749

JOB INTERVIEW LESSON PLAN:

LENGTH OF TIME: 2 hours.

TOPIC: Job interview ; steps, advice and role play.

OBJECTIVES:

Students will be able to:

- Learn about where to find job offers.
- Create an Europass CV
- Write a cover letter.
- Learn about the process of a job interview; phone interview and face to face meeting.
- Find and read real job offers.
- Role play a job interview.

TEACHING METHODS AND STRATEGIES.

- . Teacher’s lectures and explanations.
- . Practical action.
- . Group dynamics.

RULES FOR TEACHING:

- Students learning how to behave in a work environment.
- Students being aware of their own skills, abilities, strengths and weaknesses.
- Students asking and answering questions related to jobs.



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ASSIGNMENTS:

- Individual work.
- Group work.

PROCEDURE:

1. Teacher presents the steps that must be followed when searching for a job.
2. Advice on where to find job offers.
3. Procedure; writing your CV and Cover letter.
4. Telephone interview.
5. Feed back and personal interview.
6. Example questions.
7. Example job offers.
8. Role-play: The job interview.

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