

**Access English Centre
Immigrant Centre Manitoba
Employment Part 1– Promoting Yourself
High Beginner Level**

90 minutes

Objective/Goal:

: This is a fun, practical, and interactive activity for the participants to learn how to promote themselves and describe their strengths and the skills that they have gained in the past. This activity will also help familiarize themselves with common questions they may be asked during a job interview.

Materials:

Participants need: a set of vocabulary / prompt cards and scenario cards..

Facilitator needs:

- magnetic whiteboard
- whiteboard markers

Procedure: *Warm-up* 15 min
Work-out 60 min
Cool-down 15 min

1. Warm- up Activity: Write “Job Interview” and “strengths” on the board. Ask the participants to name their strengths. Introduce the following words: “punctual, reliable, hard working, team player, responsible, flexible, with a great work ethic, etc.” Write the words on the board then lead the group to repeat with you a few times. Define the words and make sure the participants know how to use these words to describe themselves.

On the whiteboard, write the prompts and ask the students to repeat with you.

For example:

Ask: “**Can you tell us your greatest strength?**”

Answer: “My greatest strength is my ability to work with many different people. I am a hard worker and a team player. I am very reliable. You can depend on me to get the job done on time. I am quite confident that I would make a valuable addition to your team.”

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Activity 1: Pair work: Pair the participants and ask them to use the new words to describe their strengths with their partner. For example – “Can you tell us your greatest strength?” “My greatest strength is my ability to...”

2. Work-out Activity : Tell the whole group that they will be playing card games to talk about their strengths and their work experiences with their partners. For example, "My greatest strength is being always on time. I am a very reliable person. I always get my job done on time with top quality. Also, I am never late for work. I work very hard and put a lot of effort in my work."

Group activity 1: Group the participants into 3s or 4s to play the flash card game. They will take turns picking one card from the deck. They should read the sentence on the card or make their own sentences if it is a picture. Make sure everybody has a chance to practice all the new words and sentences.

Group Activity 2: Mini Presentation – invite the students to come to the front to conduct a one minute presentation to talk about their greatest strength. Encourage them to use the words they learned from the lesson.

3. Cool-down Activity: <http://youtu.be/Am-SAdACZbU> Have the group watch this video clip and have a short review after. Have a short discussion on the video.

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What Is Your Greatest Strength?

Confident

(Believe in yourself and your abilities.)

For example: I am quite confident that I would make a valuable addition to your team.



Reliable

(Someone who is trustworthy and will not let you down.)

For example: I am a very reliable person. You can depend on me to get the job done on time.



Punctual

(Someone who is prompt; not late.)

For example: I am punctual. I always come to work on time.



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Responsible

(Someone who is dependable and reliable.)

For example: He is responsible for the painting job. You can trust him.



Friendly

(Someone who is kind and helpful.)

For example: The people who work at the AEC are very friendly.



Honest

(A person who is honest obeys the law and does not tell lies or cheat people.)

For example: John is an honest person.



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Experienced

(having skills gained through training.)

For example: They are experienced electricians. They can fix all types of machines.



Well organized

(You can complete several tasks by the end of the day by prioritizing your tasks.)

For example: I am well organized. I can multi-task and get my work done properly.



Hard worker

(Someone who is diligent and persevering at work.)

For example: I am a hard worker. I put a lot of effort into what I do.

