



Access English Centre
Immigrant Centre Manitoba
Beginner Level Activity Plan



**Employment Part 2 - How to Prepare for a
Job Interview**
90 minutes

Objective/Goal:

: This is a fun, practical, and interactive activity for participants to learn how to prepare for a job interview. This activity will help them avoid some common mistakes before or during a job interview.

Materials:

Participants need: a sheet of new words and pictures, 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 the words “Job interview” on the whiteboard. Ask the participants:

- Did you have a job interview?
- What did you do for the interview?
- Brainstorm how to prepare for a good job interview.

2. Work-out Activities: <http://youtu.be/DbrfxRZr6D4>

(1) Pre-teach the following vocabulary that the participants will hear from the video clip. Ask the participants to repeat with you after your explanation.

- | | |
|-------------------|--------------------------------|
| a. Interview | b. prepare for a job interview |
| c. dress formally | d. Don't be late |

e. no cell phone

f. good body language

g. firm handshake

h. Be confident

i. make eye contact

(2) Explain to the participants that they are going to watch a video on interview blunders. Watch the video clip for a few times and then ask the participants to answer the two questions

“How to you prepare for a job interview?”

“What do you do at the interview?”

(3) On the whiteboard, write the following questions and ask the students to repeat with you a few times, and then pair the students to do the questions and answers.

A. What do you do before the interview?

B. What do you do at the beginning of the interview?

C. What do you do during the interview?

D. What do you do at the interview?

E. What do you do after the interview?

(4) Group the participants into 3s-4s. Have them match the phrase card with the picture card then make a question based on each card “What do you do...?”

3. Cool-down Activity: Whole Group activity – ask the group to list the top five interview blunders that they should avoid, and name top five things they should do for a job interview.

What Do You Do for Your Job Interview?

Be Well-prepared



Don't be late!



Formally handshake



Dress professionally!



Greet interviewers



Be confident



No cell phone



Good body language



Make eye contact

