

**Access English Centre**  
**Immigrant Centre Manitoba**  
**Employment Part 2 – How to Prepare for a Job Interview**  
**Activity - High Beginner Level**

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:

- a. When was the last time you had a job interview?
- b. Did you have good or bad experiences?
- c. Do you have any interview- related stories?
- d. Brainstorm some common mistakes before or during a job interview and write them down.

**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 blunders

b. professional appearance

c. proper personal hygiene

d. being punctual

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e. no interruption

f. no cell phone

g. positive body language

(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 have the participants prepare five questions of their own on what they should and should not do at the job interview. For example,

“What should you prepare for your interview?”

“What should you do at the interview?”

“What shouldn’t 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. (Optional: You can write down the participants answers on the white board.)

A. What should you do before the interview?                      You should ...

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

C. What should you do during the interview?                      You should ...

D. What shouldn’t you do at the interview?                      You should ...

E. What should you do after the interview?                      You should ...

(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 should 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.

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## What Should You Do for Your Job Interview?

<p><b>Be Well-prepared</b></p> <p><b>(Think of the top five things you need to prepare for your job interview.)</b></p>	
<p><b>Don't be late!</b></p> <p><b>(Arrive 15 – 20 minutes before your interview.)</b></p>	
<p><b>Clean Shaved</b>  <b>Warm Smile</b>  <b>Be Confident</b>  <b>Formal Dress</b>  <b>Firm handshake</b>  <b>(for men)</b></p>	

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<b>Dress professionally! (put on your make-up and dress professionally) (for women)</b>	
<b>Greet interviewers and shake hands firmly with all interviewers</b>	
<b>Be confident and positive all the time!</b>	

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**Don't bring your cell phone to the interview!**



**Have Positive body language**

**How Body Language Can Make Or Break Your Interview**



**What shouldn't the interviewee do?**

**(Name three wrong things)**

