UNIT 10

"Let's Prepare for the Interview"

LEARNING OBJECTIVES

At the end of this unit, students will be able to do job interview.

Source: http://www.doolecommunications.com/a-job-interview-is-a-presentation/

LIVEWORKSHEETS

A. Pre-Activities

1. Look at this picture. Who are the people in the picture? What are they doing

2. Watch the video. Who are the people in the picture? What are they doing?

Link: https://www.youtube.com/watch?v=_6AvYC5v3vc

LIVEWORKSHEETS

B. Activities

Complete the following table. The table contains several items included in a job interview.

No.	Categories	Items
1.	Personal Details	a. Name
		b. .....
		c. .....
		d. .....
		e. .....
2.	Education background	a. .....
		b. .....
		c. .....
3.	Organization background	a. .....
		b. .....
		c. .....
4.	Achievement	a. .....
		b. .....
		c. .....
5.	Job Experience	a. .....
		b. .....
		c. .....

C. Language Function

In a job interview, both the interviewer and interviewee usually use the following expressions. Learn the expressions and use it to answer the questions in next tasks.

No.	Interviewer	Interviewee
1.	Tell about yourself	I am .....
2.	Tell me your strengths	I am good at ...
3.	Tell me your weaknesses	My weaknesses are....
4.	What's your goal	I want to....
5.	Why should we hire you?	Because....

LIVEWORKSHEETS

D. Tasks

1. Match the following questions and answers for job interview

Questions:

1) Could you please tell me a little about yourself?
2) What are your strengths?
3) What are your weaknesses?
4) What are your short goals?
5) What are your long term goals?
6) Where do you want to see yourself in 5 years from now?
7) If you could change one thing about your personality, what would it be and why?
8) What does success mean to you?
9) What does failure mean to you?
10) Why should we hire you?

Answers:

a. I am able to communicate easily with everyone, open-minded, fast-learner, honest, hardworker, computer literate, and I can speak English well.
b. To be accepted in this company.
c. 5 years from now, I want to see myself becoming professional and mastering my job.
d. Success is when I finish my job on time and perfectly.
e. Because I have all the qualities required by this company.
f. Failure is when I cannot finish my job on time.
g. I usually have a very high standard in my job. Sometimes if I work in a team I don't understand about my friends' low standard. So I will try to understand that everyone have their own standard in work.
h. Promoted to a higher position.
i. I love my job and I usually do it totally and sometimes I don't pay attention to the people around me.
j. I graduated from Universitas Ahmad Dahlan majoring Psychology Department.

LIVEWORKSHEETS

2. **Suppose you are in a job interview for a certain profession. Use your own words to answer the following questions.**

1) Q: Could you please tell me about yourself?
   A: _____
2) Q: What are your positive sides?
   A: _____
3) Q: What are your negative sides?
   A: _____
4) Q: What are your short-term goals?
   A: _____
5) Q: What are your long-term goals?
   A: _____
6) Q: Where do you want to see yourself in 5 years from now?
   A: _____
7) Q: If you could change one thing about your personality, what would it be and why?
   A: _____
8) Q: What does success mean to you?
   A: _____
9) Q: What does failure mean to you?
   A: _____
10) Q: Why should we hire you?
    A: _____

3. **Find a partner. You are going to be the interviewer and your partner the interviewee, or vice versa. Use the expressions from the previous material to do the job interview. You can choose one of the following contexts.**

1. Job interview for English teacher candidate.
2. Job interview for marketing manager candidate.
3. Job interview for research and development staff candidate.
4. .... (others)

LIVEWORKSHEETS

E. List of Vocabularies

1. Tell /tel/
2. Yourself /jɔːˈself/
3. Strengths /streŋθ/
4. Weaknesses /ˈwiːknəs/
5. Achievement /əˈtʃiːvmənt/
6. Hire /ˈhaɪər/
7. Job /dʒɒb/
8. Expectation /ˌekspekˈteɪʃn/
9. Success /səkˈses/
10. Failure /ˈfeɪljər/
11. Management /ˈmænɪdʒmənt/
12. Goals /gəʊl/

LIVEWORKSHEETS