



SPEED INTERVIEW PREP

Proficiency Level: Intermediate

Lesson Length: 90 minutes

Vocabulary and Expressions: Review of all content from this unit.

Language/Culture Point: Professional conversations

Objective: Students will be prepared for simple conversations with volunteers and business staff.

Materials: Student pages

Supplemental materials to be created: Create a list of questions based on target vocabulary from all lessons throughout Workplace Essentials. You will also need to arrange for staff and people from outside of class to come in in order to practice with students. They should plan to stay for about an hour to practice.



STEP 1: ACTIVATE BACKGROUND KNOWLEDGE

Time Frame	Materials	Teaching Strategies
10 minutes	- Student Pages	- Brainstorming - Think, Pair, Share

TEACHING ACTIVITY

1. To begin class, write questions on the board based on target vocabulary from Workplace Essentials lessons.
2. Ask students if they are able to answer these questions comfortably, or if they still have some challenges. Tell them to make a note of questions they are struggling with. Review a few as a class.

STEP 2: MINI PRESENTATION WITH PROMPT

Time Frame	Materials	Teaching Strategies
10 minutes	- Student Pages	- Think Aloud



SPEED INTERVIEW PREP

TEACHING ACTIVITY

1. Direct students to the Unit Review questions in their books.
2. Have students look back at previous lessons and make a list of questions students know well and which ones they have trouble with.
3. As a class, review the questions that students have come up with.

STEP 3: DISCUSSION AND COMPREHENSION CHECK

Time Frame	Materials	Teaching Strategies
10 minutes		

TEACHING ACTIVITY

1. To review students' comprehension, put students in to pairs and tell them they will be practicing answering the questions they are having difficulty with from Steps 1 and 2

STEP 4: HIGHLIGHT LESSON FOCUS AND MODEL TASK

Time Frame	Materials	Teaching Strategies
10 minutes	- Student Pages	

TEACHING ACTIVITY

1. Remind students that they have learned much more than just the few point listed in their books.
2. Explain to students that during the next class there will be volunteers and business staff coming to have conversations with them to see how much they have learned. Tell them, "Today we are going to practice so that we will be prepared."
3. Direct the students to the Unit Reflection in their books. Remind them of one thing they learned to do in each lesson. For a few of these, stop and write a sample question on the board.



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STEP 5: GUIDED PRACTICE

Time Frame	Materials	Teaching Strategies
10 minutes	- Student Pages	

TEACHING ACTIVITY

1. While going through the Unit Reflection, ask the students what they learned in each lesson.
2. Have students identify questions or responses they learned in each lesson. Elicit as many questions and responses as possible from the students and write them on the board.
3. Allow students time to write the questions in their book.
4. Then, choose a student and ask them a few of the questions in succession.
5. Continue with a few other students to demonstrate asking and answering several questions.

STEP 6: PAIR OR SMALL GROUP WORK

Time Frame	Materials	Teaching Strategies
20 minutes	- Student Pages	- Line Dialogue

TEACHING ACTIVITY

1. Have the students stand in two lines facing each other.
2. Using the questions generated in the previous step, students will ask and answer as many questions as possible in two minutes.
3. When the time is up, sound an alarm and have one line rotate to change partners.
4. Continue so that each students has an opportunity to practice with every other student and begins to feel comfortable with the questions.



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STEP 7: INTRODUCTION TO WORKFORCE PREP SYLLABUS

Time Frame	Materials	Teaching Strategies
10 minutes		

TEACHING ACTIVITY

1. Ask students if their confidence in answering the questions has changed. Why or why not?
2. Explain to the student that the volunteers and business staff are not coming to give them a test, but to see how much they have learned.
3. Encourage the students and answer any last questions they have about the questions or the task for the next class.

STEP 8: QUICK CHECK AND REVIEW

Time Frame	Materials	Teaching Strategies
10 minutes		- Exit Check

TEACHING ACTIVITY

1. Have students write down three questions they still need to practice.
2. As students leave, have them share the questions with you.