

Fun with interview techniques by Andrew Starck

Age:	Teenagers / Adults
Level:	Intermediate–Advanced
Time:	1–2 hours
Objective:	to hone interview skills; to practise formulating questions
Key skills:	speaking, reading, writing
Materials:	one copy of the worksheet per student

Procedure

- Warm up by asking students if they like having interviews. Then, ask if they can recall any mistakes they made in interviews they have had in the past.
- Hand out the worksheet. Explain to the students they should choose the best answer to each question, according to how they think it is best to behave in an interview situation.

Suggested key: 1. c; 2. b; 3. c; 4. a; 5. b; 6. b; 7. d; 8. c; 9. c.
- Go over the answers with the class to clear up any misunderstandings; then, split students up to do the group work.
- Organize the students into groups of three or more, depending on class size. Write the following questions on the board:
 - What should you do in the weeks leading up to the interview? Make a list of at least five things.
 - What are some common interview questions? When you have five, think of a few other possible questions.
- Ask students to discuss and write down their answers to the questions.
- Get the groups to call out one answer each and write their answers on the board. Point out the most common questions.
- Try to get the students to give answers to one or two of the awkward interview questions.
- Now, ask students to call out some different occupations. As they do so, write them on the board. Encourage them to choose interesting jobs like firefighter, catwalk model and bank robber.
- They should now choose one of the occupations for their group. No two groups can choose the same occupation. Try to avoid the less interesting jobs like teacher or banker.
- They are now the bosses of their own company. They have to prepare some questions for the interviews they are going to give to prospective employees. The bosses also have to think of two or three practical demonstrations for the candidates to perform to see if they are really capable of doing the job; for example, a firefighter might have to lift someone up, a model to show how she struts on the catwalk and a bank robber to load a gun.
- When the groups are ready, one member from each group should be interviewed by the bosses of a different group. Stress that the interviewees really want to get the job in question.
- After they have answered the interview questions and performed the practical demonstrations, move the students on to be interviewed by another group. Keep them circulating and make sure different students are given the opportunity to be interviewed for different jobs.
- After most students have been interviewed, close the proceedings by asking each group who the best candidate for their particular occupation was and why.
- Congratulate the successful students and give out prizes, if you like.

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Choose the best answer to each question.

On the day of the interview, you should ...

- ... be ...
 - a little late so the person interviewing you won't be embarrassed if he / she is late, too.
 - punctual.
 - a little early.
- ... wear ...
 - your favorite NBA colours.
 - smart clothes.
 - smart-casual clothes.
 - a party dress.
- ... eat ...
 - nothing at all so you look thinner.
 - a big, heavy meal.
 - a light meal or snack.
- ... drink ...
 - some water to quench your thirst.
 - a cup of coffee to perk you up.
 - a glass of whisky, or two, to calm you down.

In the interview, you should ...

- ... walk into the room laughing to show you are a happy person.
 - ... walk into the room and sit down.
 - ... run into the room to show enthusiasm.

You should sit ...

- ... with your head down, to show you are humble.
 - ... upright and alert.
 - ... way back in your chair to show you are relaxed and easy going.
 - ... with your feet on the table to show them who's boss!

When the interview begins, you should ...

- ... smile at the most handsome / beautiful teacher – he/she looks so cute!
 - ... tell the interviewers you are feeling very nervous.
 - ... show off your latest tattoo – it's still fresh!
 - ... smile politely at all the people interviewing you.

When the interview begins, you should ...

- ... scratch your head.
 - ... say 'What?' as loudly as possible.
 - ... ask politely if the interviewer could repeat what he / she said.
 - ... look stupid, hoping for the next question to come quickly.

When asked a question, you should ...

- ... answer as quickly as possible because 'time is money'.
 - ... say 'Hmm' and 'Erm' to give yourself more time.
 - ... listen carefully and then answer clearly.
 - ... slap the interviewer on the back and say 'That's a great question, man.'