

Lesson 4: Situations vacant

Group size: any, also one-to-one
Level: pre-intermediate upwards
Lesson focus: job advertisements, CVs and interview questions
Language focus: talking about skills, qualifications and experience
Necessary material: a set of Business Top Trump cards; a copy of the company organigram
Additional material: access to the internet or job advertisements from a newspaper

a situation noun [countable] /ˌsɪtʃuˈeɪʃ(ə)n/
a formal word for a job

vacant adjective /ˈveɪkənt/
if a job is vacant, someone is needed to do it

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This lesson plan builds upon the previous one but can also be used as a standalone lesson. It deals with job vacancies and specifically what skills, qualifications and experience are needed to do a particular job well. It also briefly looks at CVs and has an advanced-level extension task relating to personal profiles. Finally, there is a chance to review and practice some useful language for job interviews.

1. Students should look at a copy of the Top Trumps company organigram and identify which situations are vacant. Referring to the Top Trump cards which provide information about other positions at this level – Jolene, Michael, Sue Lin and Frank – the students complete the situations vacant ad for a Sales Manager for the Top Trumps company.

Extension 1

Students can discuss and write about what skills are needed for the other vacant positions in the company and discuss how they differ from those needed for the Sales Manager position.

Extension 2

Students find similar job ads on the internet and see what skills and experience they require.

Extension 3

Students discuss what skills are needed to do their own job.

2. Using the information on their cards (plus a bit of imagination), students create CVs for Vince, Danielle and Philippe, who are all interested in applying for the vacant position.

For more support and ideas on this topic, try these lesson plans on onestopenglish:

<http://www.onestopenglish.com/business/business-tasks/pdf-content/business-tasks-work-and-responsibilities-lesson-plan/155705.article>

<http://www.onestopenglish.com/business/business-tasks/pdf-content/business-tasks-ability-and-skill-lesson-plan/156900.article>

<http://www.onestopenglish.com/business/business-tasks/pdf-content/business-tasks-experience-lesson-plan/155481.article>

<http://www.onestopenglish.com/business/business-tasks/pdf-content/business-tasks-progress-and-achievement-lesson-plan/157299.article>

Advanced version

Students write a short personal profile to accompany each CV stating why each person feels that they would be the right person for the job. They should use some of the language in the *Useful language* box for this task. Draw students' attention to the use of *I am...* rather than *I'm...* in this formal context.

Extension

Students write or update their own CV in English.

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3. Students decide what questions the HR Manager would likely ask candidates at an interview. The 'wh- questions words' box serves to remind students which words they can start their questions with.

Extension

Students write down their questions and send them to Jolene as an email. This will also revise email writing skills.

4. Using the questions, CVs, profiles and job ads they created in the previous tasks, students role-play interview situations.

In a reflection and feedback session after the role-play, students can be encouraged to say what (if any) information was missing from the texts they wrote in the previous tasks. They could take the opportunity to improve the CVs, profiles, ads and questions that they wrote. The improvements could be set as homework.

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1 Job advertisement

The Top Trumps company currently has three situations vacant. These are all at management level. Complete this advertisement for the position of Sales Manager in the company with information you think would be appropriate and relevant.

We are currently looking for a Sales Manager

Responsibilities

You will:

- develop business plans and sales strategies
- coordinate action plans to penetrate new markets
- lead a team of sales staff
-

Skills

You should have good leadership skills,,, and

Experience

Ideally you will have worked in sales and

Salary

If you'd like to apply for this position, please send your CV and a short personal profile to Jolene@TTcompany.com



2 Writing a CV

If possible, Jolene would like to fill the situation internally with someone who already works at the company. Vince, Danielle and Philippe are all interested in the position. Using the information on their cards (plus a bit of imagination), create CVs for them.

Include the following information:

- | | |
|-----------------------------|--|
| Name and contact details | Employment history (the most recent job first) |
| Qualifications and training | Work experience |
| Relevant skills | |

Advanced version: A personal profile

This is a short statement that you can add at the beginning of a CV to talk about your personal or soft skills and to sell yourself.

Write a short personal profile to accompany each CV and say why each person feels that they would be the right person for the job.

Useful language:

- I am interested in applying for the position of ...
- I am currently working as a ...
- I am ready for a new challenge.
- I am available to start ...
- I enjoy working on my own initiative or in a team.
- I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in ...

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3 Interview questions

Jolene is very busy, so she has asked you to write six questions that each candidate for the Sales Manager position will be asked during the interviews.

wh- question words

why, what, where, who, when, which, how

Extension: Send the questions to Jolene via email.

4 Role-play

In groups of two to six, simulate interviews with the applicants using the CVs from Task 2 and the questions from Task 3.

Essential roles:

An interviewer (Jolene) and at least one applicant

Additional roles:

- other managers to make up the interview panel: Michael, Sue Lin and/or Frank
- the other applicants

Before the role-play:

The interviewers should decide how to welcome the applicants, what to ask them and how to end the interview. They should also make notes during the interviews.

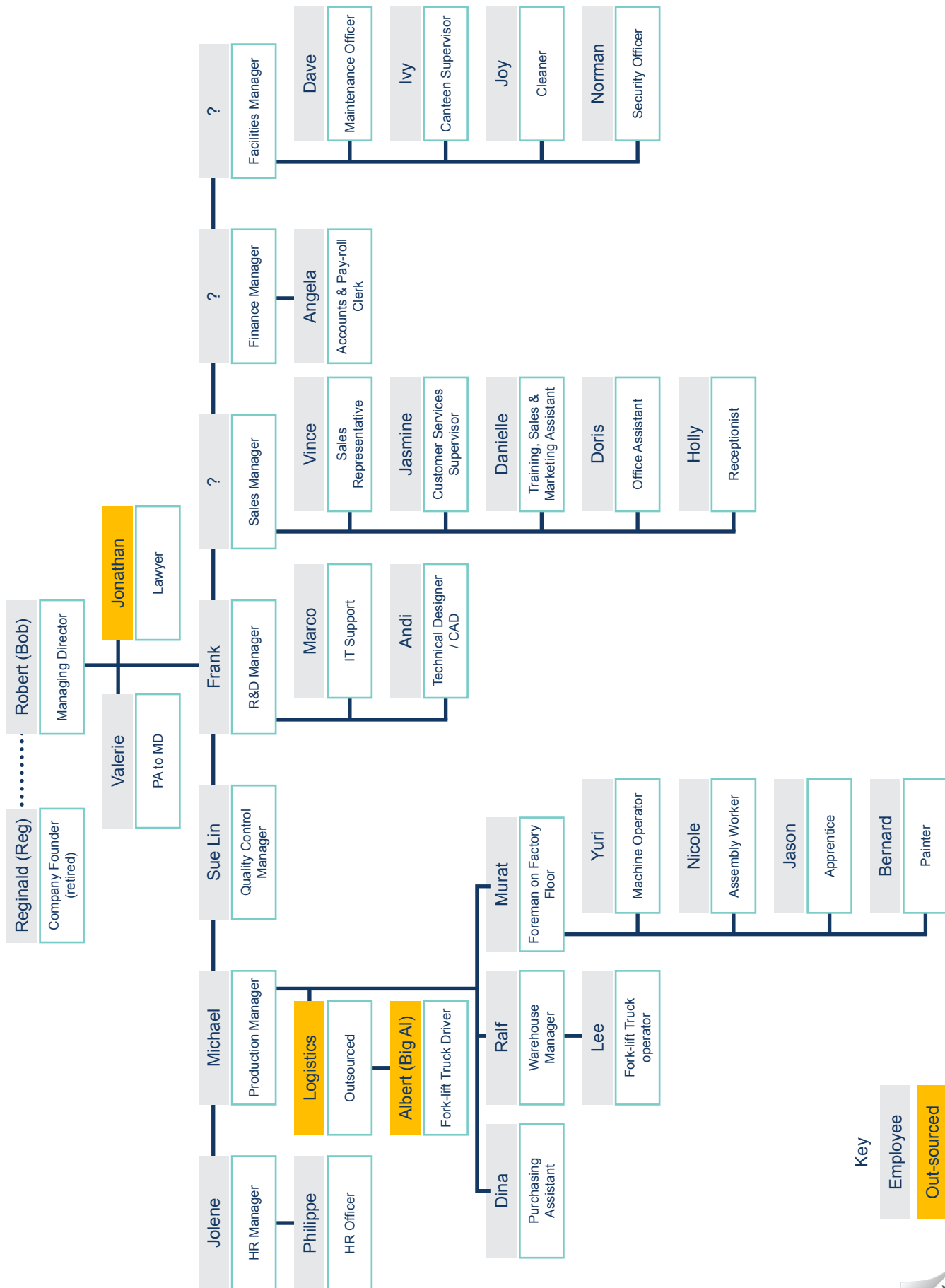
The applicants should prepare for the interview by deciding how they will answer the questions and what additional information they could give in order to be successful.

After the role-play:

Discuss how it went.

The candidates should say what they think went well and what they could have done better.

The interviewers should say who they would like to offer the position to and why.



Key

Employee

Out-sourced