“Listening”

Lesson Plan

Bryan Chu

(Hyun Chu)

8:30-14:00 W/TH/F

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| **Listening Lesson Plan** |

**Job Interview: Understanding Interviewer** |
| Instructor:Bryan Chu | Level:Intermediate College | Students: 12 | Length: 50 minutes |

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| **Materials:*** Video Clip A: “Greatest Part-time job”
* 4 Worksheets I: Questions
* Video Clip B: “Phone Interview Tips”
* 12 Worksheets II: 1 Instructor (answer)
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| **Aims:*** To acquire as listening to information and figure out the differences w/ no visual
* To learn how to prepare job interview
* To practice listening to understand content
* To practice speaking by discussing with group members
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| **Language Skills:*** Reading: expression and vocabularies worksheet
* Listening: a short advise by the clip B
* Speaking: discuss answers of outline worksheet within groups
* Writing: work on making job interview summary
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| **Language Systems:*** Lexis: expression and vocabulary
* Discourse: understand and having proper response from an interviewer
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| **Assumption:**Students already know:* How the class is set up and run (there will be 3 student groups at each table)
* The teacher’s style and teaching and the pace of the course
* Most students have not had job interview in their life
* Some students don’t care about jobs: they have no plan to work during summer
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| **Anticipated Errors and Solutions:*** Students may not be able to follow the passage easily

→ Let them listen to the track again until they get the gist of the content* Students may not be able to understand content stream

→ Concentrate on outline work* Students may need more time to work on the sheet

→ If it takes longer than 5 minutes, cut answer-checking short by verbally sharing the answers* If time is short

→Brief post-activity * If students finish their tasks earlier than anticipated,

→Talk about another job interview case which they can easily understand  |

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| **References:”*** Veoh.com – “Greatest Part-Time Job:
* [http://www.veoh.com/browse/videos/category/howto/watch/v167555378BkFyKX9#](http://www.veoh.com/browse/videos/category/howto/watch/v167555378BkFyKX9)”
* <http://video.about.com/jobsearch/Phone-Interview-Tips.htm>
* Teaching Listening – Learning Teaching by Jim Scrivener
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| **Lead-In** |
| Materials: 2 video clips and worksheets |
| **Time:**10 minutes**Main Class**13 minutes(7 mins)(6 mins)27 minutes(15 mins)(12 mins) | **Activity:**GreetingCCQPlay Clip “A”CCQ(Play)CCQ(Play)Qs T-SGroupingWorksheet ICCQ MCCQ FPlay Clip “B”GroupingWorksheet IICCQ MReal-PlayPresentationWorksheet III | **Procedure**:Hello everyone. How are you today? Good. It’s rainy today. I didn’t see the news last night. So I couldn’t bring my umbrella today. I can tell summer just began in Korea. How do students earn money especially for summer? How do they get the job? What is your source to get information?**<Activity I>** “Greatest Part-Time Job”Hiring a part-time employee.Check the employer’s voice of speed, tone and mood1. Voice only

Check the employer’s voice of speed, tone and mood1. With Video

Did Differences come up with you after watching visual scenes? Why?3 people of 4 groups(Questions)Why are tone, speed, voice and outlook important?How was his one?What is the most affective feature on your decision? Why does he say that he is a Christian?Is a little stammering bothering you? Why or not?Define the degree of Professionalism: 1 to 5(best) Each group 1 person & 1 questionWill you work with him? If so, then how can you contact him? (T: Employer S: Interviewee) **<Activity II>**“Phone Interview Tips”A pair groupUsing the Cloze for the scrip of B clip: ”Phone Interview”Make a each proper title and fill in the blanks. Each group 1 person & 1 cloze questionEach the pair will do Real-PlayAny Volunteer?!The Dialogue of phone interview with the blanks.  |

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| **Post Activity** |
| Materials: None |
| Time3 minutes | Set UpWhole Class | **Procedure:****Conclusion**Elicit the outline verbally.Give homeworkReview contents & vocabularies worksheet what you learned today. I hope you enjoyed this class and get a job for this summer. See you next class. |

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[http://www.veoh.com/browse/videos/category/howto/watch/v167555378BkFyKX9#](http://www.veoh.com/browse/videos/category/howto/watch/v167555378BkFyKX9)

**<Worksheet I>**

About the video clip A: “Greatest Part-Time Job”

1. Why are tone, speed, voice and a outlook important?
2. How was his one?
3. What is the most affective feature on your decision?
4. Why does he say that he is a Christian?
5. Is a little stammering bothering you? Why?
6. Define the degree of Professionalism: 1 to 5(best)

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<http://video.about.com/jobsearch/Phone-Interview-Tips.htm>

**<Worksheet II>**

**-Instructor-**

**Transcript: Phone Interview Tips**

Hi, I'm Alison Doyle for About.com. Some employers choose to prescreen job candidates over the phone before doing an in-person interview. Find out how you can prepare for a phone interview so that it goes off without a hitch.

**(Confirm All Aspects of the Phone Interview)**

Before the call, confirm all arrangements such as the date, time, and who you will be talking to.

**(Prepare for the Phone Interview)**

Research the job and the company so you are prepared to discuss the organization and your role. Practice interviewing so you have an idea of what you'll say in response to likely interview questions.

**(Choose a Smart Interview Space)**

Use a quiet, comfortable, and private space. If you're at home, kick out the kids and the dog and close the door. Have your resume in clear view taped to the wall or on your desk.

Also have a pad and pen ready for note-taking Turn call waiting off on your phone and be sure to use a landline, not a cell phone, whenever possible. You don't want to have to worry about static or dropped calls.

**(Be Cognizant of Your Phone Communication)**

During the interview, you'll need to sound as professional as you would if you were meeting the interviewer face to face. Don't smoke, chew gum, eat, or drink while you're on the phone. Smile. Smiling will project a positive image to the listener and will change the tone of your voice.

Speak slowly and enunciate clearly. Don't speak in run on sentences that will not allow the interviewer to interject or ask more questions.

**(Practice Regular Interview Formalities)**

Use the person's title during the conversation (Mr. or Ms. and their last name.). Only use a first name if they ask you to. Otherwise, stick with the formal title.

Thank the interviewer and ask what the next step in the process will be. Remember to send a thank you note after every interview, regardless of how it is conducted.

Thanks for watching. To learn more visit us on the Web at About.com.

-Students-

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**(---)**

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