

COURSE TITLE: «INTERVIEW»
(BUSINESS ENGLISH)

COURSE LEVEL: Pre-Intermediate / Intermediate

COURSE DURATION: 9-10 weeks (*for Intermediate-level*), 5-7 weeks (*for Upper-Intermediate*) with 4 ac.hrs per week (*two lessons/week*)

OBJECTIVES OF THE COURSE:

Upon completion of the course the students should be able to demonstrate the ability to:

- ✓ Present yourself like a pro;
- ✓ Handle difficult questions easily and effectively;
- ✓ Learn how to sell yourself as the best candidate;
- ✓ Present the career portfolio;
- ✓ Prepare electronic resumes and cover letters that meet business standards;
- ✓ Complete an on-line job application accurately;
- ✓ Demonstrate proper business etiquette;
- ✓ Complete employment application forms;
- ✓ Demonstrate appropriate interviewing techniques (attire, responses to questions, etc.);
- ✓ Determine what questions can and cannot be asked during an employment interview or on an application.

THEMATIC STRUCTURE OF THE COURSE:

- ✓ Preparing a written form of CV
- ✓ Questions at interview
- ✓ Achievements
- ✓ Education and qualifications
- ✓ Working experience
- ✓ Career and life goals
- ✓ Salary, Pays and Benefits
- ✓ Introductions: business etiquette
- ✓ Position research
- ✓ Characteristics of person
- ✓ Presenting your CV orally
- ✓ Interview techniques

COURSE OUTLINE (FIRST 8 LESSONS)*:

Week	Theme	Lesson activities	
		Day 1	Day 2
One	Preparing a written form of CV	<p><i>Discussing</i> the structure of resume: scanning different types of resume form; The advantages of typical chronological resume;</p> <p><i>Introducing vocabulary</i> to describe experience, strengths, education;</p> <p><i>Considering</i> resume samples, resume templates, cover letter examples, resume format, follow up letters and thank you letters;</p> <p><i>Practicing fulfilling an electronic CV form</i>;</p>	<p>Learning the techniques of focusing on developing accomplishments and achievements within the resume; how to show that you have high character by integrating communication skills, honesty and integrity within your resume;</p> <p><i>Choosing the resume style</i> that suits your job history and target position;</p> <p><i>Practicing fulfilling a CV</i>;</p> <p><i>Considering</i> cover letter examples, resume format, follow up letters and thank you letters;</p>
Two	Questions at interview	<p><i>Listening</i> to the sample interview and writing down questions asked at interview;</p> <p><i>Role-playing situation</i>: Applying for the position of brand manager; answering questions of the recruiter;</p> <p><i>Discussing</i> possible answers to frequently asked questions during interview;</p>	<p><i>Reviewing</i> the "standard" interview questions and role-playing an interview to practice answers to difficult questions.</p> <p><i>Considering</i> questions that may be asked by applicant: about position requirements, salary, perks and benefits;</p>
Three	Achievements	<p><i>Introducing vocabulary</i> for the topic of achievements;</p> <p>Oral presentation of accomplishments at previous work places;</p> <p>Describing successful projects completed by your team figuring out your personal contribution to success;</p> <p><i>Listening</i> to the dialogue between recruiter and applicant: <i>note-taking</i> while listening: assessing job requirements and comparing candidate's achievements with his competitors';</p>	<p><i>Giving presentation</i> of the most valuable for recruiter accomplishments focusing on ability to be successful both as a team-player and a team-leader ;</p> <p><i>Reading</i> article about experience of succeeding in interview;</p> <p><i>Discussing interview techniques</i> (language fits: expressions, word combinations and collocations) used by candidate while being interviewed;</p>
Four	Salary, Pay and Benefits	<p><i>Discussing</i> responsibilities and ways of motivation;</p> <p><i>Reading</i> a text about Theory X and Theory Y; "Satisfiers" and "motivators".</p>	<p><i>Listening</i> to the people talking about benefits and doing exercises on comprehension;</p> <p><i>Describing</i> situation in your company related to compensation package;</p>

Discussing opinions and extracting essential vocabulary to *describe* attitude to work.

Listening: "Motivating staff at Coca Cola". Completing exercise with words and expressions from recording;

Practicing in dialogues personal communication in content of question that may be asked during interview (about motivating factors);

Five

Revision and Progress test

* THIS IS A SAMPLE OUTLINE REFLECTING THE GENERAL NATURE OF THE COURSE. ALL SYLLABI ARE SUBJECT TO CHANGE BY THE TEACHER FOR INDIVIDUAL STUDENT'S PURPOSES.

COURSE LITERATURE:

1. Fearless interviewing: How to Win the Job by Communicating with Confidence, Marky Stein, McGraw-Hill Companies, Inc., 2004
2. Winning the interview game: everything you need to know to land the job by Alan H. Nierenberg, American Management Association, AMACOM, 2005
3. Haldane's Best Answers to Tough Interview Questions, Bernard Haldane Associates, 2000
4. 201 best questions to ask on your interview, John Kador, McGraw-Hill Companies, Inc., 2002
5. English for Business Communication, Student's book, Cambridge

COURSE POLICIES

Teaching methods

Role-plays, dialogues, case-studies, debating, interpreting, translation completion, text reading and discussion, audio-records listening, essays and summaries writing, CV completion, contracts reading, agreement features discussion and other activities available to the teacher by the methodic approach chosen for the course, etc.

Attendance

Attendance is essential and required (legitimate excuses will be considered). When circumstances prevent you from attending a class, it is your responsibility to notify the teacher or coordinator, preferably prior to the absence. The critical level of missed lessons is set up at 20%. By reaching the critical level of missed classes the school is entitled to stop your studies.

Homework and homework check

Homework is provided every lesson and is given 5-10 minutes before the end of the class. Home task may vary in dependence on the skills being developed.

Every lesson begins with check-up of your homework; the typical home assignments for this Program will include vocabulary study, CV writing, presentation preparation, contract detailed consideration, preparation for in-class debates and survey carry out;

Revision

The Revision is set up one lesson before the Progress Test and two lessons before The Final one; it assumes revising of vocabulary (word collocations and expressions, ethics understanding, knowing telephone etiquette and presentation techniques).

Besides, the lessons are set up as a consequent process of proper practice of the material taken before. The revision of already studied grammar and vocabulary is arranged every lesson so that the student has to encounter with it in every exercise, listening task and text.

Progress test

The progress test is mandatory and held every 8-10 lessons to check and control the advance. The assignments of test are obligatory to include business etiquette check by interview holding, meeting or telephone talk role-play, topic discussion, CV writing or letter writing.

Final Test

The Final Exam assumes oral (this may involve interviewing, telephone talk role-play, negotiations-sample case-study) and written (CV and letter writing) assignments.

The Exam is credited by points. Every task (oral\written) is marked with max 25 points. If you make a mistake you get one point less. So you seem to succeed if you get not less than 80 points.

Certificate

At the end of your course you can request the certificate on education. The certificate is awarded to students who complete the program and who don't possess any financial and other obligations before Active English. To claim the Certificate you must succeed in passing The Final Test.



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