



## AI English: Job Interviews

**Sku:** PC390

**Horas:** 30

### OBJETIVOS

This short course looks at the process of finding work. The first lessons focus on the initial part of the process from the point of view of a Human Resources department, introducing some of the key vocabulary used to talk about working life and common collocations used to describe the different phases that people pass through during their career. The course then moves on to look at adjectives used to describe personal qualities and giving reasons for our opinions and choices, a useful skill for interview situations. The second unit looks at more specific vocabulary and grammar to help in a job interview. There is revision on describing physical spaces as well as describing roles within a company. As courtesy plays an important role in job interviews, there is a lesson covering the most useful expressions to deal with social situations politely. This unit also includes an introduction to virtual job interviews and how to prepare for them, reflecting the shift towards using online tools to carry out the initial phase of the selection process. The final unit looks at simulation of a job interview and gives the learner some concrete examples of interview language through listening and speaking exercises with role-play situations to put all the previously covered topics into practical use. There are writing and speaking assignments as well as role-plays covering some of the topics explored in the course, providing an opportunity for free practice.

### CONTENIDOS

#### Finding a Job

- Human Resources  
Key vocabulary about the Human Resources department and job interviews.
- Writing Assignment: Moving Country  
Writing task based on the first part of the unit.
- Speaking Assignment: Looking for Work  
Speaking task based on the first part of the unit.

- **The Right Person for the Job**  
Revision of key vocabulary related to evaluating personal qualities and selecting the best candidate.
  - **Are You a Lone Wolf?**  
Vocabulary review on working styles and adjectives to describe character.
  - **Writing Assignment: Job Advertisement**  
Writing a job advert for a position of choice.
  - **Speaking Assignment: The Perfect Job**  
Answering questions about their dream job.
  - **Pronunciation Assignment: Finding a Job**  
Recording reading a short text.
  - **Role-play: Finding a Job**  
Speaking practice on the topic of finding a job.
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## **Preparing for the Job Interview**

- **Describing Your Position and Workplace: There is / There are**  
Revision of vocabulary for describing roles and workplaces.
  - **Writing Assignment: An Office**  
Writing task based on the first part of the unit.
  - **Speaking Assignment: Compare**  
Speaking task based on the first part of the unit.
  - **Grammar: Courtesy, Making Requests, Interrupting, Confirming**  
Vocabulary revision on polite language for interviews.
  - **Virtual Interviews**  
Covers language for virtual interviews, including real-time and recorded formats. Includes reading comprehension, gapped text exercises, listening tasks with typical questions and expressions.
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- Writing Assignment: Interview Questions  
Writing a series of questions related to the student's current job.
  - Speaking Assignment: Interview Advice  
Giving advice on how to prepare for and behave during a job interview.
  - Pronunciation Assignment: Preparing for the Job Interview  
Recording reading a short text.
  - Role-play: Preparing for the Job Interview  
Speaking practice on preparing for an interview.
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## **Job Interviews**

- Typical Situation - Job Interview  
Audio featuring an interview between Philipa (personnel head) and Lee (candidate).
  - Writing Assignment: Cover Letter  
Writing task based on the first part of the unit.
  - Speaking Assignment: Answer the Questions  
Speaking task based on the first part of the unit.
  - Job Interview  
Vocabulary revision on ways to find a job, the interview process, and practicing a short job interview.
  - Writing Assignment: Interview Feedback  
Writing feedback about a job interview.
  - Speaking Assignment: Job Interviews  
Answering questions about job interviews.
  - Pronunciation Assignment: Finding a Job  
Recording reading a short text about finding work.
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- Role-play: Job Interviews  
Speaking practice on leading a job interview.
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### **Job Interviews - Revision**

- Finding a Job - Vocabulary  
Comprehensive review with crossword, word search, and matching exercises.
  - Typical Expressions  
Review of common social expressions with dictation and gapped sentence exercises.
  - Job Interviews  
Typical expressions and questions used in job interviews, including listening exercises and comparisons between face-to-face and virtual interviews.
  - Role-play: Job Interview - Interviewer  
Practice in the role of interviewer.
  - Role-play: Job Interview - Candidate  
Practice in the role of applicant asking and answering questions.
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### **Final Test**

- A series of questions to test vocabulary and topics covered throughout the course.
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