

Activity Type

Speaking Activity:
guided discussion, form completion, role-play, asking and answering questions from prompts (group and pair work)

Focus

Job interview questions

Aim

To role-play a job interview and practice asking and answering questions.

Preparation

Make one copy of the two worksheets for each pair of students.

Level

Intermediate (B1)

Time

60 minutes

Introduction

In this job interview role-play activity, students create job interview questions and then role-play a job interview to practice asking and answering the questions.

Procedure

Begin the activity by discussing job interviews with the class. Ask the students what topics are normally discussed in an interview, e.g. work experience, qualifications, etc.

Then, ask the students what questions they would ask or be asked in a job interview.

Next, ask the students what jobs they would like to apply for. Write the most popular job on the board.

Explain that the students are going to role-play an interview for the job on the board.

Divide the students into two groups, interviewers and candidates.

Give each student a corresponding worksheet.

Ask the students to complete the heading at the top of the worksheet with the job written on the board.

In their groups, the interviewers discuss and create details for the job, e.g. salary, working hours, etc.

The candidates discuss and write down the ideal profile a candidate should have for the job, e.g. the person's background, work experience, etc.

When everybody has finished, the interviewers write down job interview questions for the items listed on their worksheet and the candidates write down questions to ask during the interview.

Afterwards, check the questions as a class.

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Note: This resource can be edited using a PDF editor.

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Procedure continued

Possible questions

Interviewer

Tell me about yourself.

What experience do you have?

What qualifications have you got?

What are your strengths and weaknesses?

What are your skills?

How many languages do you speak?

Students' own question

Candidate

What is the salary?

How many hours a week would I work?

What will be my responsibilities ?

Where would I work?

Is there a dress code?

Is there any training?

Students' own question

After that, divide the interviewers and candidates into pairs.

Explain that the interviewer's task is to decide if the candidate is right for the job. The candidate's task is to find out as much information as possible to decide if they actually want the job.

Students then role-play the job interview. The interviewer begins by asking their questions followed by the candidate.

When all the pairs have completed the job interview, ask the interviewers what qualities they were looking for and if they found the right candidate. Ask the candidates what they thought of the job and if they would like to do it.

As an extension, invite pairs to act out their role-plays in front of the class.

Note: This resource can be edited using a PDF editor.

Interviewer for the position of

A. Discuss and create details for the job.

Salary:

Working hours:

Responsibilities:

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Place of work:

Dress code:

Training:

Other:

B. Write job interview questions to ask the candidate.

Background:

Work experience:

Qualifications:

Strengths and weaknesses:

Skills:

Languages:

Other:

Interview notes

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Candidate for the position of

A. Discuss and write down the ideal profile a candidate should have for the job.

Background:

Work experience:

Qualifications:

Strengths and weaknesses:

Skills:

Languages:

Other:

B. Write questions to ask during the job interview.

Salary:

Working hours:

Responsibilities:

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Place of work:

Dress code:

Training:

Other:

Interview notes

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