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Lesson Plan (form lesson).

I. Subject: Body language during Job Interview.

II. Objectives

Main objective:

- developing skill of creating one's image and of self-presentation during job.

Other objectives:

- realising how important first impression you make is
- learning basic rules of self-presentation
- learning the importance of verbal and non-verbal communication while looking for a job
- realising most common mistakes made during job interviews.

III. Methodology:

Role playing, discussion, brain storm, team work.

IV. Materials:

Descriptions of the situations for role playing.

Asociogram (app.2)

V. Lesson's duration:

1. Teacher asks 5 students to play roles (app. 1).

After each situation has been acted, students discuss them.

Based on what they have been doing, students decide what lesson subject should be.

Teacher points out how important first impression is.

2. Students work in teams, they create asociograms about self-presentation: appearance, demeanour, facial expression, voice, gestures (app. 2). They present their work to the rest of the classmates. Finally each group discusses positive and negative elements of creating one' image.
- 3.

Appearance	
Positive	Negative
Appropriate clothes relevant to the situation and job one is applying for.	Dirty shoes.

Delicate perfumes.	Strong makeup, flashy jewellery.
Clothes clean and ironed.	Bad breath.
Hair done neatly.	Dirty nails.

4. Students make a guidebook "How to present oneself well during Job Interview" (app. 3).

VI. Homework:

Teacher prepares Job Advertisements (app. 4)

Students working in pairs prepare job interviews to the advertisement they selected. They are to make seven questions that Job Interviewer might ask as well as seven answers for the interviewee.

Appendix 1

Person 1: You are an employer who is about to interview somebody for a job. You are sitting in front of your desk. When you hear knocking at the door, you say: "Come in", you shake hands with a person who came and you tell him/her to sit down. You are nice and polite. You smile all the time.

Person 2: You knock at the door loudly, enter the room uninvited. You say „Morning“, you ignore hand that interviewer reached out to you, you sit comfortably on a chair. You are chewing gum, your clothes are scruffy (unbuttoned shirt, rolled up sleeves, unmade shoelaces).

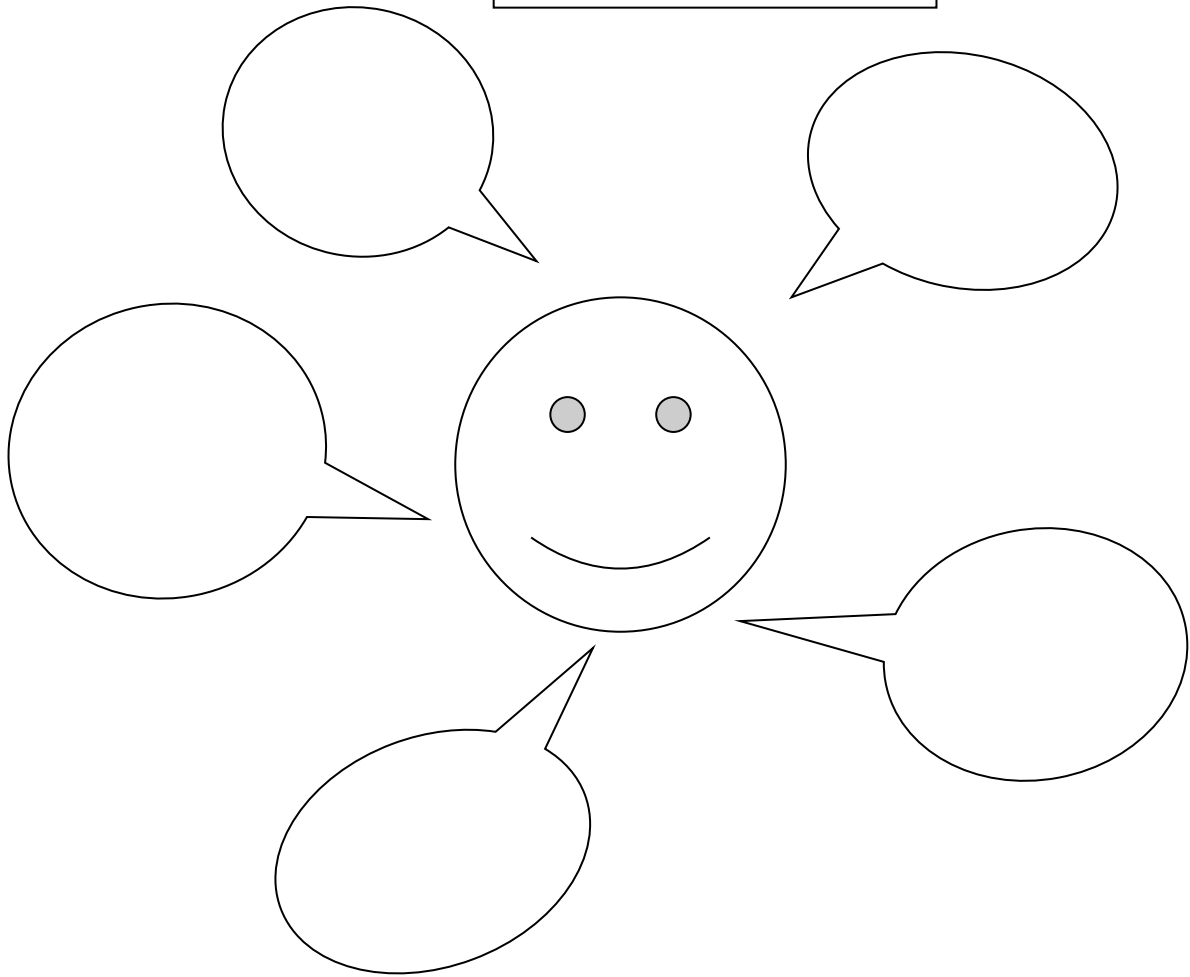
Person 3: You knock at the door very quietly. When you hear „Come in“, you enter slowly, tentatively. You are not looking at the interviewer. You say "Good morning", barely shake hands. You are sitting on the very edge of the chair biting your nails.

Person 4: PYou are knocking energetically at the door, enter the room and take over control of the situation. You say "Good morning" and reach your hand out to the interviewer. You sit and start talking about yourself without waiting for any questions: „I was looking forward to this meeting. I heard so much about your company that I feel at home here. I will be perfect candidate for the job....“

Person 5: You knock at the door and enter when you hear „Come in“. You walk straight, confident, smiling. The interviewer gives you his hand to shake, you do that and sit down on an appointed chair. You say your name and wait for the questions.

Appendix 2

Forms of self-presentation.



APPENDIX 3

Exemplary guidebook

1. Be punctual.
2. Turn of your phone.
3. Remember about good manners and be respectful.
4. Be confident, walk straight, look at the interviewer.
5. Take good care of your appearance" formal clothes, delicate makeup, neat hair.
6. Use formal and polite language, speak slowly and clearly, give relevant answers.
7. Show interest: look interviewer in the eye but don't stare.
8. Sit straight, don't fold your arms, show that you believe in your skills and competence.
9. Smile, be nice.
10. Don't gesture too much.

Appendix 4 :

Advertisement 1: Editor of newspaper „Our Town" is looking for journalists.

Advertisement 2: Company „The Pill" is looking for medical sales representative. Duties – promotion and distribution of medical supplies.

Advertisement 3: I will hire a nanny for my 2-year old daughter.

Advertisement 4: Furniture Company is lloking for an office assistant. Requirements: secondary education, foreign languages and basic computer skills.

Advertisement 5: A garage will hire a mechanic.