Teaching unit of 8 lessons: Applying for a job

Target group: Year 5 (students are in 13th and last grade) students of Business College Eisenerz

Students should be in their last year as finding out how to apply for a job makes really sense then.

Subject: English

Objectives:

Students learn about the different stages a job application is made up of (finding a suitable job advertisement, cover letter, CV and job interview) and:

- *Where to find a suitable job advertisement*
- *How to write a cover letter*
- *How to write a CV*
- *How to prepare for a job interview*
- *How to succeed in a job interview*
- *New ways of applying for a job*

Media:

The media used as the main source of information are different web pages. Firstly, to provide modern and real life information, secondly, to make it easier for all KITE partner schools to use the lesson plan themselves.

The teaching unit consists of 8 lessons that last 50 minutes each. The classroom is equipped with pc, internet access, video beamer and smart board. Pupils have their own notebooks or tablets, so that they can easily do research on the internet. As the texts the pupils produce (CV and cover letter) should be typed, either notebooks or pcs should be accessible for each learner.

Please note: If you want to use the unit, you can either test the whole unit or take out single lesssons, if that suits you better. Lessons 2+3 (How to write a cover letter) lesson 4 (europass CV) and lessons 5+6 (job interview) can be used as small units as well!
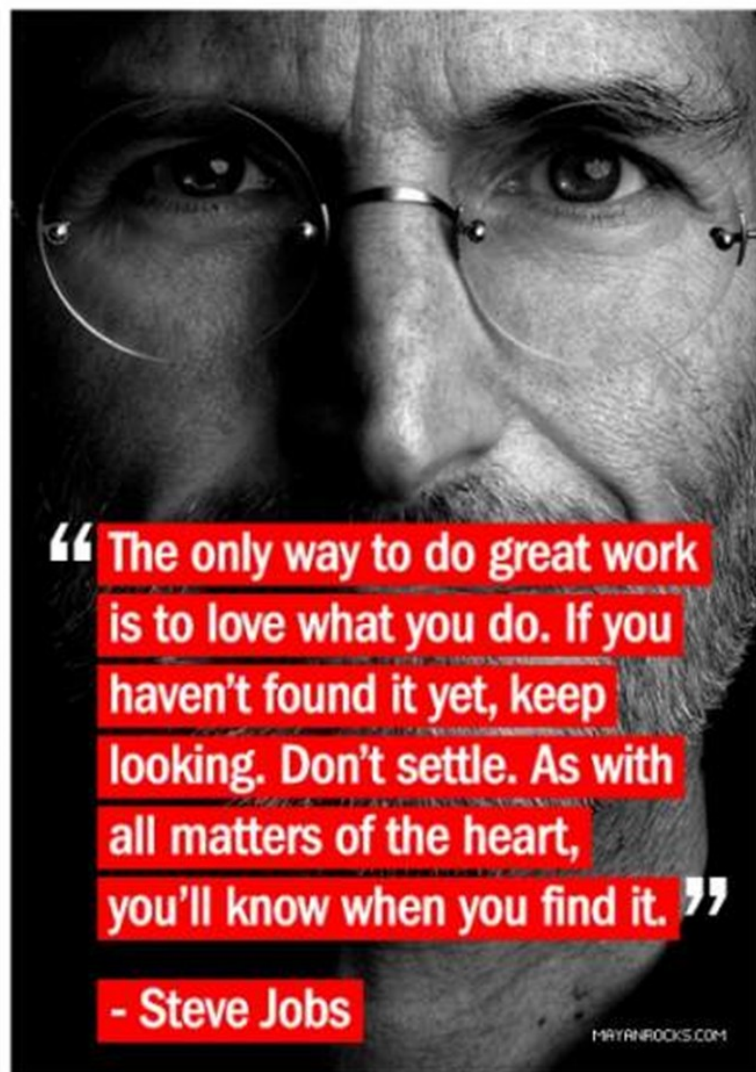
Lesson Plans of teaching unit

Lesson 1:

getting started, different ways of application,

where to look for a job advertisement, new ways of application

Media: 2 slides (video beamer + pc)

Social forms: plenum, group discussions

➢ **Warming up:**

Teacher projects the following slide:

Students are asked to discuss Jobs´ quotation.

> **Discussion in plenum:**

Questions: "What does he mean?" "How important is it for you to find a job you really love doing?" "What are your plans after you´ll have left school and passed your A level?"

> **Expectations**

In groups of 4: Discuss which factors it needs in order to fulfil your expectations. What is really important, not so important …. Try to agree on the three most important factors.

Think of factors like: salary, work climate, work place, possibility of doing remote work, possibility of doing further education, prospects of promotion, having to/not having to work overtime …

Students collect their ideas and discuss for about 10 minutes. Then each group present their 3 biggest expectations.

> **Different ways of how and where to find job adverts different ways of application**

2 Ways: Solicited, unsolicited application (teacher explains to plenum)

Where to look for a job: platforms, communities like Xing, newspapers …

Teacher presents different sources of job advertisements and new ways of application like application per mail, video, click once application or online application briefly.

Lessons 2+3: How to write a cover letter

Media: 3 websites

Social forms: single person work, work with a partner

Task:

> ➢ **Inform yourself: Consult the following three web sites:**

www.wikihow.com/Write-a-Cover-Letter

www.thebalance.com/how-to-write-a-cover-letter-2060169

www.theinterviewguys.com/how-to-write-a-cover-letter-examples-included

> ➢ **Input by teacher: Parts of a good cover letter**

A good cover letter consists of the following five parts:

- ✓ The right salutation
- ✓ Opening paragraph
- ✓ Body paragraphs
- ✓ Final paragraph
- ✓ Close

Tasks:

> ➢ **Guideline: A cover letter**

After having read through the information on how to write a cover letter find a partner and together **draft a short guideline, saying what each part should contain and what is important in each part.**

Follow the ABC rule: Be accurate, brief and clear!

> ➢ **Useful phrases**

Work with a partner:

Go through the examples of good cover letters on the three websites again and **make a list (German/English) of useful phrases for writing a cover letter.**

Lesson 4: How to write a CV (Europass)

Media: http://europass.cedefop.europa.eu/documents/curriculum-vitae

www.wikihow.com/Apply-for-a-job

pc + video beamer to present key words

Social forms: plenum, single person work

➢ **How to write a CV**

The following input is presented by the teacher as a chalk and talk teaching unit:

Your CV gives details of your education, qualifications and experience ion tabular form. It should not be longer than one page. In English-speaking countries it is not usual to enclose a photo with a CV, whereas in Austria and other countries a photo in excellent quality is important.

You should always list your last job first, then go back in time. Also start with the highest education, in your case your A level and business college, then go back in time. Do not start with primary school and list your education chronologically. **Do not follow a chronological order when listing your previous jobs and your education!**

CVs fall into five sections:

- ✓ personal details
- ✓ education
- ✓ experience
- ✓ skills
- ✓ references

Task:

Go to www.wikihow.com/Apply-for-a-job in 15 steps. Step 3 explains how to write a CV. Inform yourself about that topic.

➢ **Write a CV**

The Europass is a European CV, it has the same format in each country.
http://europass.cedefop.europa.eu/documents/curriculum-vitae is the example for the CV in English. The Europass can be tailored to yourself.

Text production: **Write a CV using the Europass format.**

Lessons 5 + 6: The job interview - how to prepare for it, how to be successful

Media: www.wikihow.com/Apply-for-a-job

https://www.thebalance.com/top-job-interview-questions-and-answers-2061226

Social forms: single person work, discussion in plenum, work with a partner

➢ **Prepare for a job interview**

Consult www.wikihow.com/Apply-for-a-job and find out how to prepare for a job interview and how to behave during the interview.

The most important tips are discussed in the plenum.

➢ **Preparing answers for questions that might come up in an interview.**

Go to https://www.thebalance.com/top-job-interview-questions-and-answers-2061226

You will find the top 20 job interview questions and examples of best answers. Go through these examples.

Task: Prepare your answers for the following questions.

✓ Tell me about yourself
  Prepare an *elevator speech* to present yourself within a few seconds
✓ What is your greatest strength?
✓ What is your greatest weakness?
✓ How do you handle stress and pressure?
✓ How do you evaluate success?
✓ What are your goals for the future?
✓ What are you passionate about?
✓ Why should we hire you?

➢ **A mock job interview**

Students should go through the answers they have prepared for some questions that are likely to be asked in an interview again briefly.

The teacher asks a few pupils to act out a job interviewer. One is the recruitment expert, the other one the applicant. Classmates are asked to listen, watch and take notes to be able to give feedback.

The feedback should cover the following points:

✓ Body language
✓ Rhetoric skills
✓ Content of answer
✓ Task achievement (would you hire him/her?)

Lessons 7 + 8: New ways of application

Media: internet

Social form: group work

Students work in groups of 3 or 4. Each group gets a different task. They get one lesson time to do research and prepare their task and in the next lesson they have to present their topic.

Presentation: Duration 5-8 minutes, each pupil has to present one part, media use is compulsory, a handout for each pupil in class has to be prepared.

Group 1: **Job application** *via application app* **You should find out**

- ✓ What an application app is
- ✓ How each app works
- ✓ Pros and cons of each app

Present each app briefly to the rest of your class.

Group 2: V*ideo recruiting***. You should**

- ✓ List pros and cons
- ✓ Explain how it works
- ✓ Present and introduce: skype, jabber, webEx

Group 3: *business networks* **like LinkedIn and Xing**

- ✓ What is their aim?
- ✓ Pros and cons
- ✓ How to use them

Group 4: Explain what a *Click Once application* **is**

- ✓ Explain what it is
- ✓ How it works
- ✓ Show an example