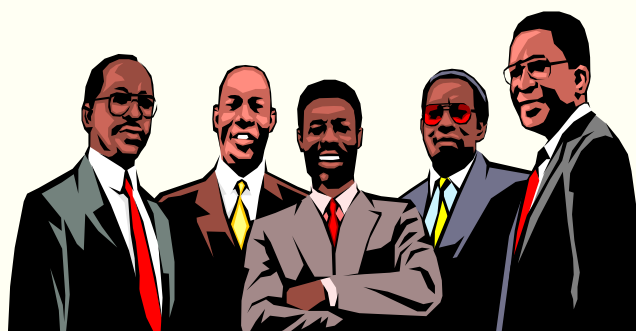
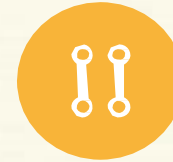


UNIT 6

HERE ARE TIPS FOR FINDING A JOB.



CONTENTS



Introduction



Unit Design



Demo Class



INTRODUCTION

Target Students



High English
language
proficiency

Low
communication
skills

- ◆ Non-English majors
- ◆ Level-A students
[Business School]
- ◆ Intermediate learners

Strong
learning
motivation

Low
analytical/critical
thinking



Course Objectives



Language:

Advanced language skills



Competence:

Self-learning abilities; Intercultural communicative, innovative, cooperative and critical thinking abilities



Culture:

Multiculturalism; cultural confidence & global vision



Humanity:

Outlook on life and values

Teaching Methodology

Scenario Simulation Method

Jack C. Richards, 2005

- ◆ Task-oriented
- ◆ Interactive teaching method



Teaching Methodology

POA (文秋芳, 2018)

Production-oriented approach

①

Introducing
the output task

Motivating

②

Exploration
↓
Production

Enabling

③

Teacher-student
collaborative
assessment

Assessing





UNIT DESIGN

Unit Objectives

- After studying this unit, you should be able to:

- know the source of recruitment information;
- have a good preparation of the job interview;
- master the interview etiquette;
- avoid no-nos in the job interview;
- answer the questions in the job interview;



Unit Planning

class sessions of 270 mins (in class & E-learning platform of Chaoxing)



iExplore 1

career planning & recruitment
information
(Listening & Speaking) (2 periods)



Subtask 1: Debate–Career Planning
(Group Work)



iExplore 2

preparation for the job fair and job
interviews
(Listening & Speaking) (2 periods)



Subtask 2: Presentation—Research
on the company
(Group Work)



iProduce

tips for job interviews & interview
questions
(Listening & Speaking) (2 periods)



Mini project: Mock Interview
(Group Work)



Section 1 *iExplore1 (90 mins)*

Before Class
(Motivating)



In Class
(Enabling)



After Class
(Subtask 1 & Assessment)

1. Brainstorming vocabulary (Work Category)
2. Talking about your ideal jobs and reasons
3. Teacher's & Students' feedback

1. **Introducing** the learning objectives and the project in the unit.

2. **Review:** choices of jobs (pre-class tasks)

3. **Games:**

- 1) chain game — Skills and qualities
- 2) questionnaire — Know yourself

4. **Listening and watching:**

- 1) Job Hunting

5. **Discussion:**

Source of recruitment information

Production:

Debate on career planning
(Video)

**Teacher's assessment &
Peer evaluation**

CHAOXING

CHAOXING



Section 2 *iExplore2 (90 mins)*

Before Class
(Motivating)



In Class
(Enabling)



After Class
(Subtask 2 & Assessment)

1. Previewing interview-related vocabulary
2. Discussing necessary preparation for the job fair and job interviews
3. Teacher's & Students' feedback

1. Listening and watching:

- 1) preparation for the job fair
- 2) interview notification
- 3) phone interviews
- 4) face-to face interviews

2. Discussion:

types of interviews

3. Group report:

preparation for job interviews

4. Discussion:

Group Task allocation

Production:

Group presentation:
Research on the company

Teacher's assessment &
Peer evaluation

CHAOXING

CHAOXING

Assessment

In-class Evaluation	On-line listening quizzes	Self Assessment	10%
	In-class performance (Attendance & Participation)	Self Assessment (30%) Teacher's Assessment (70%)	10%
	Final group oral English test	Teacher's Assessment	20%
After-class Evaluation	Pre-class self study & Pre-class tasks	Self Assessment (20%) Peer Assessment (30%) Teacher's Assessment (50%)	10%
	Subtasks of each unit	Peer Assessment (50%) Teacher's Assessment (50%)	20%
	Unit projects	Peer Assessment (50%) Teacher's Assessment (50%)	30%





Section 3 *iProduce (90 mins)*

Before Class
(Motivating)

1. Previewing major-related vocabulary
2. Discussing tips for English job interviews
3. Teacher's & Students' feedback

CHAOXING



In Class
(Enabling)

1. Tips for job interviews:

- 1) major-related vocabulary (check)
- 2) Watching: A perfect job interview
- 3) Listening: Tips for job interviews
- 4) Discussion: More tips
- 5) Reflection: Fundamental values
- 6) Watching: Five keys to get the offer

2. Interview Questions & Answers:

- 1) routine interview Qs (video)
- 2) cognitive interview Qs (video)
- 3) Qs for the interviewer
- 4) Major-related Qs

3. Group task allocation of Unit Project



After Class
(Unit project & Assessment)

Production:
Mock Interview (Video)

**Teacher's assessment &
Peer evaluation**

CHAOXING

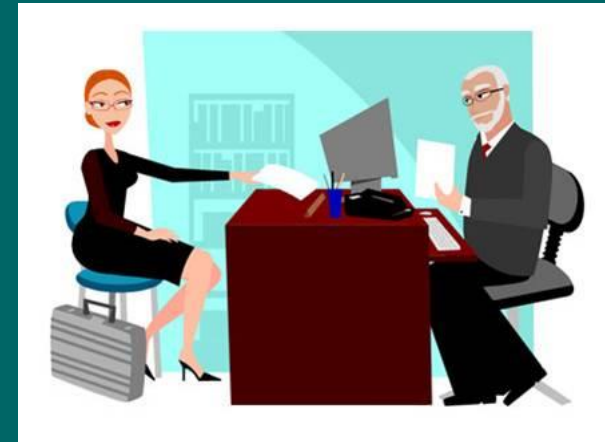
Demo Class



Demo Class: What may happen during the English job interview?

★ 3 Mock Interview Scenarios

- ① Accounting
- ② International Trade
- ③ Business Administration



Assessment

In-class Evaluation	On-line listening quizzes	Self Assessment	10%
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	Subtasks of each unit	Peer Assessment (50%) Teacher's Assessment (50%)	20%
	Unit projects	Peer Assessment (50%) Teacher's Assessment (50%)	30%





DEMO CLASS

Types of Interviews

- In the previous periods, we've learned the types of interviews:



Tips – Before Job Interviews



In the previous periods,

- we've learned the interview-related vocabulary.
- we've previewed the Major-related vocabulary and had a check in class.
- we've talked about the preparation for English job interviews.

☀ Place, Time and the Title of the Interviewer

☀ Research on the Company

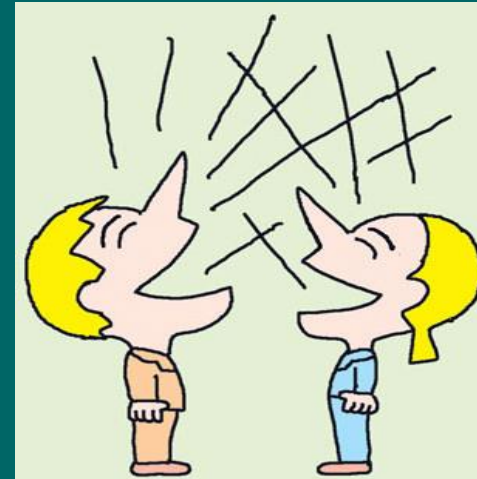
☀ Practice of the Interview Questions

☀ Reflection on Your Career Development

Mock Interview – Three Scenarios

- Students are divided into several groups based on three different majors.
- After class, students are required to conduct mock interviews according to three interview scenarios.

- ① Accounting [1–3 groups]
- ② International Trade [1–3 groups]
- ③ Business Administration [1–3 groups]



Mock Interview – Three Scenarios



PRIMARY RESPONSIBILITIES

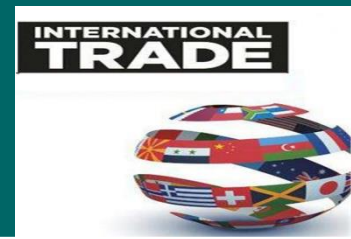
1. VAT invoices issuing & management.
2. Be responsible for collecting firm's accounts receivable.
3. Arrange firm's accounts payable according to the SOP.
4. Prepare relevant weekly & monthly reports.
5. Account closing, tax filing & account reconciliations.
6. Foreign currency analysis.
7. Provide accounting professional advice and give full supports to operational departments.
8. Good cooperation with team members.
9. Any other tasks as arranged.

KNOWLEDGE AND SKILL REQUIREMENTS

1. University graduated with major in finance, accounting or economics
2. 0-3 years working experience in finance and accounting field.
3. CET 4 or above; good English reading and writing.
4. Honest, reliable, well-behaved, and self-motivated.
5. Good learning ability, strong sense of working responsibility and teamwork spirit. Ability to work under pressure.
6. Proficient in the usage of modern office equipment & MS office software (Word, Excel, Powerpoint, Outlook and Internet).

①

- M+R Forwarding (China) Ltd.
- Accountant



Mock Interview – Three Scenarios

PRIMARY RESPONSIBILITIES

1. Assist merchandiser to search new suppliers and develop new item;
2. Assist merchandiser to follow up orders from the very beginning till the end and deal with all emergencies between clients and suppliers;
3. Place orders and collect proforma invoice, confirm orders;
4. Work closely with merchandiser and suppliers to ensure product quality and delivery.
5. Assist merchandiser to monitor the suppliers and train new suppliers;
6. Other task assigned by superior.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Bachelor or above, major in international trade, business English or related.
2. Good sense of customer service and related experience is preferred;
3. High sense of responsibility, self-motivated;
4. Engaging & influential communication skill;
5. Keen observation, analysis and coordination ability;
6. Honest and complying with professional ethics;
7. Excellent team work and working well under pressure.
9. Familiar with MS-Office (Word, Excel, Outlook, PowerPoint);
10. Good command of written and oral English.

2

• ET2C International Inc.
• Assistant Merchandiser

Mock Interview – Three Scenarios



PRIMARY RESPONSIBILITIES

1. Responsible for attendance review and statistics filing;
2. Support for foreign employees' work permits;
3. HR operation process: on-boarding, transfer, termination;
4. Prepare employment contracts, employment renewal;
5. Support on probation performance review;
6. Cooperate with external vendors, e.g. FESCO;
7. Ability to perform other duties as assigned by manager.

JOB REQUIREMENTS

1. College degree or above, major in HR or Administration management;
2. Fresh graduate, 1-2 years' experience in HR related field is preferred;
3. Good communication skills and a willingness to learn;
4. Good command of English verbal, reading and writing;
5. Proficient in MS Office including WORD, EXCEL etc.

3

• C.H. Robinson Freight Services
(China) Ltd.
• HR & Admin Assistant

Tips – In Job Interviews

Video Clip — A Perfect Job Interview



What are Mr. Moss's improper behaviors in the video clip?
(Tick off the items mentioned in the video.)



- ✓ lying about his educational background
- asking interviewer private questions
- failing to keep answers short and to the point
- ✓ lying about his working experiences
- dressing inappropriately
- ✓ being late and not closing the door

- failing to email his resume
- ✓ failing to bring a hard copy of resume
- making jokes that you've got the job
- interrupting the interviewer
- making a phone during the interview
- ✓ bribing the interviewer

Tips – In Job Interviews



Discussion:

How can we stand out from the crowd of job applicants in an interview?
Could you give me more tips for job interviews?



Tips – In Job Interviews

Take copies of your resume with you.

Look Sharp.

If you feel nervous try deep breathing techniques.

Turn off your phone.



Stand up and greet your interviewer with a firm hand-shake.

Keep fine seat posture.



Remember “Please” and “Thank you” . Use Mr. or Ms. unless asked to use first name.

Keep good eye contact.

Be confident and enthusiastic.

Watch those nonverbal clues.

Tips – After Job Interviews

Details Needed for Follow-up

- # Ask for their business card.
- # Send a short thank you note within 24 hours and emphasize your interest.
- # Remind them of key points from the interview.



Tips – Fundamental Values in the Workplace



Discussion:

Let's reflect on Mr. Moss's performance in the job interview again.

Apparently, he is lack of some basic qualities to be a good employee. Could you list them?



Tips – Fundamental Values in the Workplace

Three Essential Qualities for Career Success (Suggestions v.s. Examples)

1. Honesty Luckin Coffee

Chinese Regulators To Penalize Luckin Coffee For Inflating Sales



2. Responsibility Huawei




3. Commitment Space X



Job Interviews Questions – Routine Qs

Look at the picture. What would you do if asked those questions? What may be your possible answers?

- ◆ Why do you apply for this position?
- ◆ **What is your biggest weakness?** 
- ◆ Have you got your resume on you?
- ◆ **Tell me about your experiences. What can you bring to this role?**
- ◆ Give me some numbers to show how smart you are.
- ◆ Why makes you unique?



Tip: You can mention skills that aren't critical for the job, discuss skills you have improved on, or turn a negative into a positive.

Job Interviews Questions – Qs for the interviewer

- ◆ What do you like best to work here?
- ◆ What are some of the big challenges your team faces currently?
- ◆ Are there any professional training programs here?
- ◆ How will my performance be evaluated?



Important: Remember: You do not need to ask a ton of questions, but do ask at least one. Prioritize questions that will help you know more about the company and its culture, and ultimately get a sense of whether the job is a good fit for you.

Job Interviews Questions – Major-related Qs

① Accounting

- ◆ What do you think to be the biggest challenge facing the accounting profession today?
- ◆ Which accounting applications are you familiar with?
- ◆ What are the advantages and disadvantages of different accounting packages you have used in your most recent accountant jobs?
- ◆ Describe any accounting process that you've developed or sought to improve.

Tips:

Look organized: This is a skill that's important for many roles, but in particular demand for accountants. So, bring multiple copies of your resume in a neat portfolio. Make sure your interview outfit is particularly neat as well.

Job Interviews Questions – Major-related Qs

② International Trade

- ◆ How have your studies/college experience prepared you for this merchandiser job?
- ◆ How many methods of payment are there in the international trade? Can you describe them in English?
- ◆ How have your part-time jobs prepared you for this role?
- ◆ What do you expect from your supervisor?



Important: Be sure to emphasize your most relevant experience when answering job-specific interview questions.

Job Interviews Questions – Major-related Qs

③ Business Administration

- ◆ As an administrative assistant, what computer skills do you have?
- ◆ At this company, we like to think of ourselves as a team that works together towards the same goals. How do you feel about working in a team environment?
- ◆ Give some personal examples of teamwork.
- ◆ What do you do if you disagree with someone at work?

Tips:

- ✓ Be ready to talk about hard skills.
- ✓ Be prepared to discuss software programs
 - the programs you've worked with
 - how you have used these programs
 - your level of expertise

Assignment

Mini Project — A Mock Interview

Directions:

- 1 Study the handouts of Top Ten Interview Questions & Major-related Questions. You can never practice them with your groupmates too much. Practice makes perfect.
- 2 Conduct mock interviews in groups, shoot videos and submit videos in groups.



— THANK YOU —

