



## APPLYING SOFT SKILLS

*Low Intermediate*

*Students prepare questions for informational interviews about their career of interest.*

### Lesson objectives:

- Prepare informational interview questions
- Discuss interview tips

### Warm up

- Before class: write the lesson objectives on the board.
- Ask Ss: *What is an informational interview?* Elicit answers such as *an interview that gives you information about a job, career, company or industry.*
- Tell Ss they will be preparing a list of questions to ask during an informational interview.

### Presentation

- Divide class into pairs. Ask Ss to brainstorm at least four questions to ask during an informational interview. Tell one S in each pair to write down the questions. Walk around the room and help as needed.
- After each pair has brainstormed at least four questions, ask Ss to share their questions. Write the questions on the board.
- Give each S a copy of the Activity Worksheet.

- Review the interview questions on the sheet together. Encourage Ss to add any questions on the board to the bottom of the worksheet.
- Remind Ss to bring the Activity Worksheet to informational interviews.
- Ask Ss how they should prepare for an informational interview. Elicit answers such as *dress professionally, plan for childcare, confirm the appointment, arrive early* and *research the company's website.* Write Ss' answers on the board.
- Ask Ss how they should behave during the informational interview. Elicit answers such as *make eye contact, smile, take notes* and *show interest.* Write Ss' answers on the board.
- Remind Ss to send a thank you note after the informational interview.

### Evaluation

- Ss add the completed Activity Worksheet 5D to their Career Portfolio.



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Name: \_\_\_\_\_

Career of Interest \_\_\_\_\_

## Informational Interview Questions

1. What jobs did you have before this one?
2. What did you study in school? Did it help you get this job?
3. What are your responsibilities in this job?
4. What is your typical day like?
5. What is your favorite thing about this job?
6. Do you have the opportunity to move up in the company?
7. What advice would you give to someone interested in your career?
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_