

Primary: Interview Planning

An interview is a one-on-one conversation with one person acting as the interviewer and the other in the role of the interviewee.



The interviewer asks questions, the interviewee responds, with both taking turns in talking.

Read the following conversation.

Policeman	I'd like to ask you some questions, Mister. What's your name?
Greg	Gregor Allan Smith
Policeman	What's your profession?
Greg	I am an English teacher in a Kindergarten. You can call me Mr. Greg.
Policeman	OK, Mr. Greg, what were you doing at 1:00 yesterday afternoon?
Greg	I was walking to school after finishing my lunch. Suddenly I saw two men running into a bank.
Policeman	Can you describe them?
Greg	One was short and fat, the other was tall and lanky.
Policeman	What were they wearing?
Greg	Both were wearing black sweaters and jeans.
Policeman	Were the jeans black?
Greg	Yes, they were black as well.
Policeman	What happened next?
Greg	After a couple of minutes, they both came out with a big bag and rushed into a blue van. They drove away pretty quickly.
Policeman	A blue van? Did you see the numbers on the car?
Greg	I can't remember them all, but I remember the last two numbers were five and seven.
Policeman	Thank you very much.



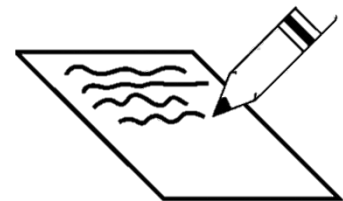
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Try to answer the questions without looking back at the interview. Complete the police report. What do you remember?

Police Report Witness Information

<i>What was his name?</i>	
<i>What did he do?</i>	
<i>When did it happen?</i>	
<i>What was he doing?</i>	
<i>How many people did he see?</i>	
<i>What were they wearing?</i>	
<i>What happened?</i>	
<i>How did they escape?</i>	
<i>Did he know anything else?</i>	

This is why it is important to write notes when conducting an interview. Go back to the conversation and fill in any blanks.



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You must be prepared when going into an interview. You must be ready to answer many questions about yourself confidently.



Imagine somebody is interviewing you for a job at a school as a teacher. What do you think they will ask you? Write down 5 possible questions.

1. _____

2. _____

3. _____

4. _____

5. _____



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**Imagine that you are in an interview now for the teacher position.
Answer the questions carefully.**

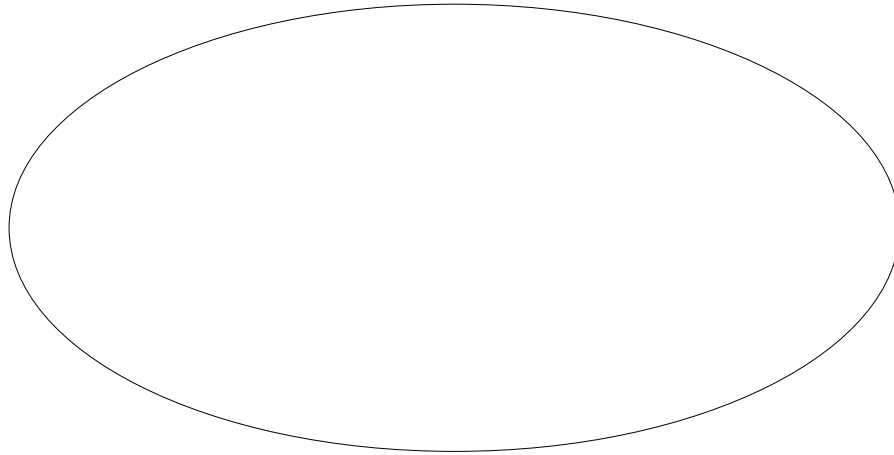
1. Tell me about yourself. Describe your personality.
2. What are your hobbies?
3. What are your strengths? Best skills?
4. What is your major weakness?
5. What are your goals? Future plans?
6. Why do you like teaching?
7. What do you find hard about teaching?
8. What schools have you worked for before?
9. If a kid is crying, how would you deal with it?
10. What is more important, speaking or reading?
11. Do you like working in a team or by yourself?
12. What salary are you expecting?

**Did you find any of these questions hard to answer?
Sometimes we can't answer a question when in
an interview, so it is important we practice.**



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Let's make your own interview! Think about what you want to interview about. Think of 5 topics you can interview someone on.



Choose one topic and write 5 questions for the interviewee.

QUESTIONS	NOTES

