

No.

Topic: Applying for a Job

Material: Business English (Office Situation)

Objectives:

At the end of the lesson, the students will be able to:

1. Master the vocabularies.
2. Learn to construct grammatically correct sentences.
3. Learn about the essentials in job application.

WARM-UP: PICTURE DESCRIPTION

Directions: Use your own words to describe the picture below.

(自分の知っている単語を使用し、下記の写真の説明をして下さい)



VOCABULARY

• Resume (履歴書)	• Current job (現在の仕事)
• Vacancy (欠員)	• Part-time (パートタイム、非常勤)
• References (証明書)	• Certificate (証明書)
• Assistant (助手、補佐)	• Final Interview (最終面接)

DIALOGUE

Scenario: James is applying for a job at an online school. He has a two-year teaching experience.

James: Good morning, Ma'am. I'd like to apply for the job that the company proposed.

HR Manager: This is an English Teacher vacancy. Do you have your resume with you?

James: Yes, Ma'am. Here it is.

HR Manager: Do you have a teaching experience?

James: Yes, Ma'am. I worked as an English Teacher for two years.

HR Manager: Are you currently employed?

James: I have just resigned last week, Ma'am.

HR Manager: Okay. Do you have any experience abroad?

James: Yes, I do have. I worked as a part-time language assistant in a Canadian University for one year.

HR Manager: That's really interesting! Do you have any certificates for that? I think you could become one of us soon.

James: Yes, I do have. I can produce a copy if necessary.

HR Manager: Good! For now, we're going to review your resume and we'll just give you a call for the final interview.

James: Okay, Ma'am. Thank you.

DIALOGUE PRACTICE

Directions: Practice a dialogue with your teacher. The teacher will play the role of the HR manager, and the student will act as the applicant. Try to answer on your own, do not copy the dialogue presented above.

QUESTION AND ANSWER

1. For you, is it necessary to have a working experience connected to what you are applying for? Why or Why not?
2. Name two to three things that an applicant must remember before applying for a job.
3. Tell me about your first job application.