



### Activity: Job Interview Questions

**Materials needed:** A selection of job ads from the newspaper or online resource, about half as many as there are students. (Some online samples are below.)

**Description:** Students study job ads and brainstorm the specific skills needed for the job as well as questions asked in an interview. Pair students and give each pair two or three job ads. Use each ad more than once so that two or more pairs will have an ad in common. (This is so there can be some comparison of the pair work at the end.) If you are unable to find ads that are appropriate for your students' level, adapt them as needed.



Students should brainstorm the specific skills and abilities needed for each job. Some clues come from the ad, while other ideas will come from the students' knowledge of the job or their imaginations. Each pair should develop questions that might be asked in the interview for that job, using the target grammar of *can*, *be able to*, and *do you know how to*....

For example, for the first ad below:

(from the ad itself)

- Can you use Word?
- Do you know how to use Excel?
- Can you file?
- Do you know how to speak Spanish?

(from imagination)

- Can you type quickly?
- Are you able to use a computerized telephone system?
- Can you work late?
- Do you know how to drive?

When each pair has completed their brainstorms, board the questions for the class, allowing each group that has the same ad to add to the questions or repair any errors. Take this opportunity with the whole class to introduce some verbs or vocabulary for job skills.

1. Detail-Oriented Office Assistant – Must be organized. Experience using Word and Excel. Filing and misc. tasks. Must be able to start immediately. Spanish speaking a plus. Great company and benefits. Contact Rebecca at (239) 597-7121.
2. Maintenance Tech – Hi-rise condominium on Gulf Shore is seeking experienced general maintenance person. Air conditioning and pool cleaning skills needed. Excellent working conditions, pay, and benefits. Pick up application at Le Jardin 4201 Gulfshore Blvd North.



**Expansion Activities**  
Basic English Grammar, 3rd Edition  
**Chapter 12: Modals Part 1: Expressing Ability**

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3. DARUMA Japanese Restaurant – NOW HIRING: SERVERS, BUSSERS, HOST/HOSTESS and CASHIERS. Some lifting, weekends required. Apply in person to 241 Center St.
  
4. HOPE Hospice and Community Services Full time and Part time Opportunities – Various Shifts Available. We're looking for RN'S, HOUSEKEEPERS, CNA'S. We are looking for caring professionals for various shifts at the hospice and at our patients' homes. 100% Paid benefits. Complete an application at 27200 Imperial Street, Bonita Springs.