

How do you use this course?

This guide shows you how to use the course *Job Interviews*. Follow these steps to do this course.



The screenshot shows the course interface for 'Job Interview'. The top navigation bar is red with the text 'Job Interview' and a home icon. Below it is a yellow bar with 'Home >'. A left sidebar contains a menu with items: 'D1 About this Course', 'D2 Introduction', 'D3', 'U1', 'DE', and 'ig'. A white arrow callout with the text 'You are here.' points to the 'D1 About this Course' item. The main content area is titled 'About this course' and contains the following text:

How is this course structured?
This course is divided into 6 sections. The sections provide a structured approach to help learners recognize common greetings and know how to talk about personal information.

The sections of this course are:

- About this course
- Preparation: Arriving at the employment office
- Concept development: Greetings
- Concept development: Naming jobs and giving personal information
- Practice: Giving personal information
- Perform: Filling in a form

How is the learning material organized?
Each section of this lesson has one main page.

- Listening
- Speaking (to be developed)
- Reading
- Writing
- Doing (writing)

The speaking and listening pages use audio, photos, and graphics to demonstrate real-life job

1. Click Introduction.

2. Read this page. This page tells you more about this course.

Job Interview
Home >

01 About this Course
02 Introduction
03 Get Ready
04 Lessons

Lesson Introduction

Welcome to "Job Interview". This course helps you use English to talk about your work experience and skills.

How is this lesson relevant?
The job interview is an important step towards employment in Canada. Exchanging personal information is important in many situations in Canada. This lesson builds on the lesson 'Jobs'.

Why should you complete this lesson?
So that you can interact with Canadians in a typical office setting. This lesson helps you talk about your details and employment history.

When you finish this lesson, you will be able:

- to understand and answer questions about yourself and your job;
- to understand and use common formal and informal English phrases;
- to ask for help;
- to understand and instructions.

3. Click Get Ready.

4. Read this page. This page introduces the lessons.

Job Interview
Home >

01 About this Course
02 Introduction
03 Get Ready
04 Lessons
05 Let's Practice

Getting Ready: The Employment Office

Maria is coming to the Employment Office. The Employment Office helps people find jobs. Counsellors at the Employment Office help people find jobs. They talk to people about their jobs and experience. Maria is coming for an interview.

Click to listen



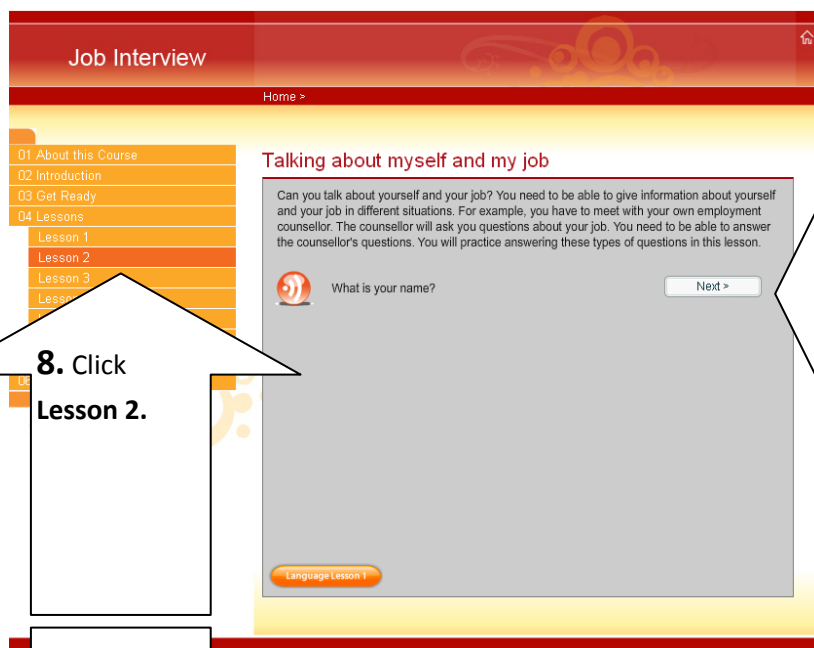
- 5. Click Lessons.
- 6. Click Lesson 1.

- 7. Do Lesson 1.
In Lesson 1, you must click on the white area to listen to the conversation.

Lesson 1 has 2 special **Language Lessons**.

Language Lessons teach you about grammar and vocabulary.

Click on the buttons to do these Language Lessons.



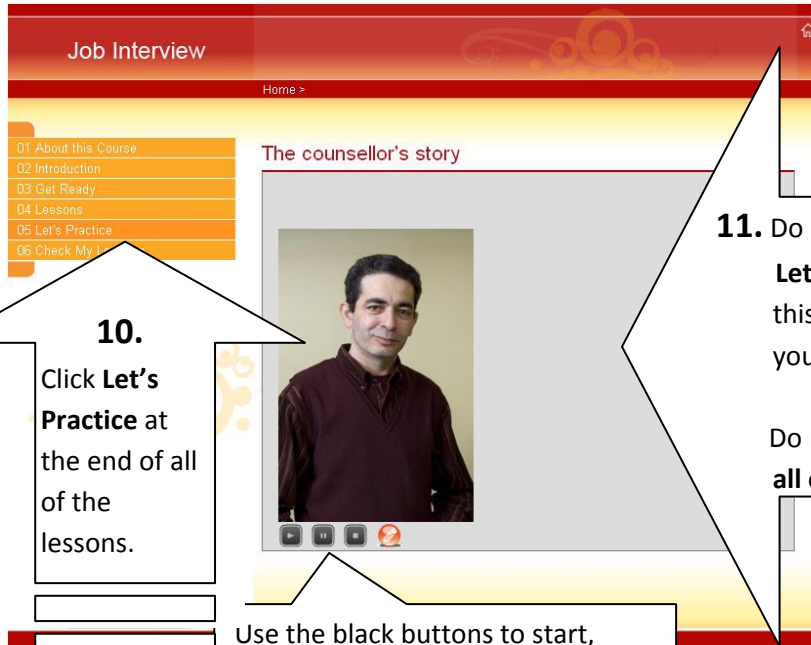
8. Click Lesson 2.

9. Do Lesson 2.

In Lesson 2, you must click on the red circle to hear the question you must answer.

Click Next to see another question.

After Lesson 2, do all of the lessons.



10.

Click **Let's Practice** at the end of all of the lessons.

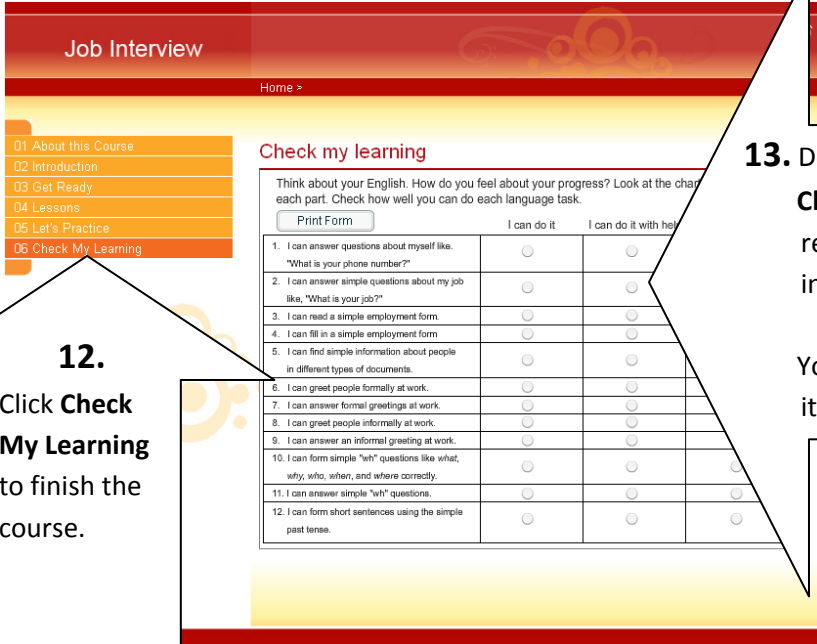
Use the black buttons to start, pause or stop the story.

The pencil in the red button tells you this is a writing exercise. **Click the pencil to start** the exercise.

11. Do Let's Practice.

Let's Practice is an exercise. In this exercise you use the skills you learned in this course.

Do Let's Practice at the **end of all of the lessons.**



12.
Click **Check My Learning** to finish the course.

Check My Learning is the end of this course.

13. Do Check My Learning.
Check My Learning helps you report what you have learned in this course.

You can print this form and put it in your learning portfolio.