



PLANIT
TEACHERS

Participating in Meetings and Job Interviews with Confidence and Fluency in English

Introduction

Welcome to our lesson on participating in meetings and job interviews with confidence and fluency in English, designed specifically for 34-year-old adults looking to enhance their professional communication skills. In today's globalized workplace, being able to communicate effectively in English is not just an advantage, but a necessity. This lesson aims to provide you with the tools and practice you need to improve your English skills in the context of meetings and job interviews, focusing on A2 level proficiency.

Lesson Overview

By the end of this lesson, you will be able to express yourself more confidently and accurately in English, both in writing and speaking, use key phrases and vocabulary related to meetings and interviews, understand and apply basic grammar structures relevant to A2 level, and participate effectively in role-play meetings and interviews.



PLANIT
TEACHERS

Participating in Meetings and Job Interviews with Confidence and Fluency in English

Lesson Objectives

- Express yourself more confidently and accurately in English, both in writing and speaking
- Use key phrases and vocabulary related to meetings and interviews
- Understand and apply basic grammar structures relevant to A2 level
- Participate effectively in role-play meetings and interviews

Language Skills

This lesson will focus on developing your language skills in the following areas:

- Listening: understanding conversations and discussions in meetings and interviews
- Speaking: expressing yourself confidently and accurately in English
- Reading: understanding written texts related to meetings and interviews
- Writing: writing effectively in English for professional purposes



Video Analysis

Watch the video "Job Interview Skills" by EnglishClass101, a YouTube video providing tips and examples for successful job interviews. As you watch, take note of the key phrases and vocabulary used by the interviewer and the interviewee. Pause the video at various points to discuss what you would say or do in similar situations. This activity aims to improve your listening and speaking skills, as well as your ability to think on your feet.

Discussion Questions

- What are some common questions asked in a job interview?
- How can you prepare for a job interview?
- What are some tips for successful meetings and interviews?



Reading Comprehension

Read the handout "Tips for Successful Meetings and Interviews" and answer the following questions:

1. What are the three most important things to remember when attending a meeting?
2. How can you prepare for a job interview?
3. What are some common questions asked in a job interview?

Vocabulary Building

Learn and practice the following vocabulary related to meetings and interviews:

- Agenda
- Minutes
- Objective
- Strategy



PLANIT
TEACHERS

Participating in Meetings and Job Interviews with Confidence and Fluency in English

Speaking Practice

Divide into pairs and practice a role-play interview scenario. One student acts as the interviewer and the other as the interviewee. Use the list of common interview questions provided and take turns asking and answering questions. Rotate around the room to offer guidance and encouragement.

Role-Play Scenarios

Practice the following role-play scenarios:

- Job interview for a marketing position
- Meeting to discuss a new project
- Networking event



Grammar Practice

Focus on specific grammar points relevant to A2 level, such as using the present simple for routines or the present perfect for talking about experiences. Complete the exercises from the workbook "English Grammar in Use" by Cambridge University Press, and then discuss any questions or difficulties with the class.

Grammar Exercises

Complete the following grammar exercises:

- Present simple: complete the sentences with the correct form of the verb
- Present perfect: complete the sentences with the correct form of the verb



Participating in Meetings and Job Interviews with Confidence and Fluency in English

Conclusion and Homework

Summarize the key points covered during the lesson and assign homework that reinforces the learning. Ask students to write a short paragraph about a hypothetical job interview or prepare a short presentation for the next class. Encourage students to practice their English outside of class and provide resources for additional practice, such as online quizzes or language learning apps.

Homework Assignment

Write a short paragraph about a hypothetical job interview, including the following details:

- The job title and company
- The questions you would ask the interviewer
- The skills and qualifications you would highlight



Participating in Meetings and Job Interviews with Confidence and Fluency in English

Guided Practice

Provide additional activities for students to practice their skills, such as role-play meetings, vocabulary building exercises, and grammar practice.

Role-Play Activities

Practice the following role-play activities:

- Meeting to discuss a new project
- Job interview for a marketing position
- Networking event



PLANIT
TEACHERS

Participating in Meetings and Job Interviews with Confidence and Fluency in English

Independent Practice

Offer suggestions for students to practice their English skills independently, such as watching English videos, listening to podcasts, or reading English texts.

Online Resources

Provide the following online resources for additional practice:

- [EnglishClass101: Job Interview Skills](#)
- [TED Talks: The art of public speaking](#)
- [English Central: Job interview vocabulary](#)



Participating in Meetings and Job Interviews with Confidence and Fluency in English

Assessment and Evaluation

Provide a quiz or assessment to evaluate students' understanding and proficiency in participating in meetings and job interviews with confidence and fluency in English.

Assessment Criteria

Evaluate student performance based on the following criteria:

- Language accuracy and fluency
- Vocabulary and grammar usage
- Communication skills and confidence

Advanced Concepts

As you progress in your English language journey, it's essential to explore advanced concepts that will help you navigate complex conversations and written texts with ease. This section delves into the nuances of English grammar, vocabulary, and pronunciation, providing you with the tools to express yourself more accurately and confidently.

Key areas of focus include:

- Subjunctive mood and its applications
- Advanced vocabulary for formal and informal settings
- Pronunciation tips for clear and effective communication

Example: Using the Subjunctive Mood

The subjunctive mood is used to express doubt, uncertainty, or possibility about a situation. For instance, "I suggest that he take a break" demonstrates the use of the subjunctive mood to express a suggestion or recommendation.

Practical Applications

This section focuses on the practical applications of the English language in real-life scenarios, including business meetings, academic presentations, and social interactions. You will learn how to apply your language skills to effectively communicate your ideas, negotiate, and build relationships.

Case Study: Business Meeting

Imagine you are attending a business meeting where you need to negotiate a contract. You will learn how to use English to clearly state your objectives, listen actively, and respond appropriately to reach a mutually beneficial agreement.

Strategy: Active Listening

Active listening is crucial in any communication scenario. It involves fully concentrating on what the other person is saying, understanding their perspective, and responding thoughtfully. This strategy will help you build stronger relationships and achieve your goals more effectively.

Cultural Insights

Understanding the cultural context of the English language is vital for effective communication. This section provides insights into the cultural nuances of English-speaking countries, including customs, traditions, and values. You will learn how to avoid cultural misunderstandings and build stronger relationships with people from diverse backgrounds.

Reflection: Cultural Differences

Reflect on a situation where you experienced a cultural misunderstanding. How did you handle it? What did you learn from the experience? This reflection will help you develop a deeper understanding of the importance of cultural awareness in communication.

Resource: Cultural Awareness

For further learning, explore the following resources:

- Culture Vulture: A website offering insights into different cultures and traditions
- The Culture Map: A book providing practical advice on navigating cultural differences

Technology-Enhanced Learning

This section explores the role of technology in language learning, including online resources, language learning apps, and social media. You will discover how to leverage technology to enhance your language skills, connect with native speakers, and access a wealth of learning materials.

Key technologies include:

- Language learning apps: Duolingo, Babbel, and Rosetta Stone
- Online resources: TED Talks, YouTube channels, and podcasts
- Social media: Facebook, Twitter, and Instagram for language practice and connection

Example: Using Duolingo

Duolingo is a popular language learning app that offers interactive lessons, quizzes, and games to help you learn English. You can use Duolingo to practice your reading, writing, listening, and speaking skills, and track your progress over time.

Assessment and Evaluation

This section provides guidance on assessing and evaluating your language skills, including self-assessment, peer assessment, and formal evaluations. You will learn how to set goals, track your progress, and identify areas for improvement.

Case Study: Self-Assessment

Imagine you want to improve your speaking skills. You will learn how to set specific goals, create a self-assessment rubric, and track your progress over time. This will help you identify areas for improvement and develop a plan to achieve your goals.

Strategy: Setting SMART Goals

Setting SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals is essential for effective language learning. This strategy will help you create a clear plan, track your progress, and achieve your goals more efficiently.

Conclusion and Next Steps

This final section summarizes the key takeaways from the course and provides guidance on next steps for continued language learning and development. You will learn how to maintain your motivation, find language learning opportunities, and connect with other learners and native speakers.

Reflection: Language Learning Journey

Reflect on your language learning journey so far. What have you achieved? What challenges have you faced? What are your goals for the future? This reflection will help you celebrate your progress and plan your next steps.

Resource: Language Learning Communities

For continued learning and connection, explore the following resources:

- Language exchange websites: italki and Conversation Exchange
- Language learning communities: Reddit and Facebook groups
- Language meetups and events: Meetup and Eventbrite



PLANIT
TEACHERS

**Participating in Meetings and Job Interviews with
Confidence and Fluency in English**

Introduction

Welcome to our lesson on participating in meetings and job interviews with confidence and fluency in English, designed specifically for 34-year-old adults looking to enhance their professional communication skills. In today's globalized workplace, being able to communicate effectively in English is not just an advantage, but a necessity. This lesson aims to provide you with the tools and practice you need to improve your English skills in the context of meetings and job interviews, focusing on A2 level proficiency.

Lesson Overview

By the end of this lesson, you will be able to express yourself more confidently and accurately in English, both in writing and speaking, use key phrases and vocabulary related to meetings and interviews, understand and apply basic grammar structures relevant to A2 level, and participate effectively in role-play meetings and interviews.



PLANIT
TEACHERS

Participating in Meetings and Job Interviews with Confidence and Fluency in English

Lesson Objectives

- Express yourself more confidently and accurately in English, both in writing and speaking
- Use key phrases and vocabulary related to meetings and interviews
- Understand and apply basic grammar structures relevant to A2 level
- Participate effectively in role-play meetings and interviews

Language Skills

This lesson will focus on developing your language skills in the following areas:

- Listening: understanding conversations and discussions in meetings and interviews
- Speaking: expressing yourself confidently and accurately in English
- Reading: understanding written texts related to meetings and interviews
- Writing: writing effectively in English for professional purposes



Video Analysis

Watch the video "Job Interview Skills" by EnglishClass101, a YouTube video providing tips and examples for successful job interviews. As you watch, take note of the key phrases and vocabulary used by the interviewer and the interviewee. Pause the video at various points to discuss what you would say or do in similar situations. This activity aims to improve your listening and speaking skills, as well as your ability to think on your feet.

Discussion Questions

- What are some common questions asked in a job interview?
- How can you prepare for a job interview?
- What are some tips for successful meetings and interviews?



Reading Comprehension

Read the handout "Tips for Successful Meetings and Interviews" and answer the following questions:

1. What are the three most important things to remember when attending a meeting?
2. How can you prepare for a job interview?
3. What are some common questions asked in a job interview?

Vocabulary Building

Learn and practice the following vocabulary related to meetings and interviews:

- Agenda
- Minutes
- Objective
- Strategy



PLANIT
TEACHERS

Participating in Meetings and Job Interviews with Confidence and Fluency in English

Speaking Practice

Divide into pairs and practice a role-play interview scenario. One student acts as the interviewer and the other as the interviewee. Use the list of common interview questions provided and take turns asking and answering questions. Rotate around the room to offer guidance and encouragement.

Role-Play Scenarios

Practice the following role-play scenarios:

- Job interview for a marketing position
- Meeting to discuss a new project
- Networking event



PLANIT
TEACHERS

Participating in Meetings and Job Interviews with Confidence and Fluency in English

Grammar Practice

Focus on specific grammar points relevant to A2 level, such as using the present simple for routines or the present perfect for talking about experiences. Complete the exercises from the workbook "English Grammar in Use" by Cambridge University Press, and then discuss any questions or difficulties with the class.

Grammar Exercises

Complete the following grammar exercises:

- Present simple: complete the sentences with the correct form of the verb
- Present perfect: complete the sentences with the correct form of the verb



Participating in Meetings and Job Interviews with Confidence and Fluency in English

Conclusion and Homework

Summarize the key points covered during the lesson and assign homework that reinforces the learning. Ask students to write a short paragraph about a hypothetical job interview or prepare a short presentation for the next class. Encourage students to practice their English outside of class and provide resources for additional practice, such as online quizzes or language learning apps.

Homework Assignment

Write a short paragraph about a hypothetical job interview, including the following details:

- The job title and company
- The questions you would ask the interviewer
- The skills and qualifications you would highlight



Participating in Meetings and Job Interviews with Confidence and Fluency in English

Guided Practice

Provide additional activities for students to practice their skills, such as role-play meetings, vocabulary building exercises, and grammar practice.

Role-Play Activities

Practice the following role-play activities:

- Meeting to discuss a new project
- Job interview for a marketing position
- Networking event



Participating in Meetings and Job Interviews with Confidence and Fluency in English

Independent Practice

Offer suggestions for students to practice their English skills independently, such as watching English videos, listening to podcasts, or reading English texts.

Online Resources

Provide the following online resources for additional practice:

- [EnglishClass101: Job Interview Skills](#)
- [TED Talks: The art of public speaking](#)
- [English Central: Job interview vocabulary](#)



PLANIT
TEACHERS

Participating in Meetings and Job Interviews with Confidence and Fluency in English

Assessment and Evaluation

Provide a quiz or assessment to evaluate students' understanding and proficiency in participating in meetings and job interviews with confidence and fluency in English.

Assessment Criteria

Evaluate student performance based on the following criteria:

- Language accuracy and fluency
- Vocabulary and grammar usage
- Communication skills and confidence