



Arkansas State Communication Association

Oral Communication Units and Activities

Interviewing

Students will be able to

- develop a systematic approach to interviewing.
- identify important factors to consider when being interviewed.
- recognize the kinds of questions to be asked or answered in a variety of interview situations.

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1. The role of interviewer
 - Steps of preparation
 - Anticipation of questions to be asked by interviewer
 - Questions to ask interviewer
 - Appearance and other nonverbal elements that influence outcomes
 - Proper question answering techniques
 - Closure facilitators
2. The role of the interviewer
 - Steps of preparation
 - Determination of interview objectives
 - Plan questions
 - Visual evaluation of interviewer
 - Note taking techniques
3. Final evaluation of experience

Activities

1. Find advertisements for job openings.
2. Write letters of inquiry to prospective employer.
3. Prepare resume.
4. Exchange and study resumes of partner.
5. Prepare resume-based questions.
6. Perform interview for class.

Framework

- 3.1.24 Express and logically defend one's ideas.
- 3.1.26 Participate in interviews, discussions and/or debates.
- 3.1.27 Learn through oral activities such as reader's theatre and role-playing.
- 3.2.10 Learn the levels of usage and their areas of applications.
- 3.2.11 Learn organizational patterns appropriate to diverse situations such as interviews, debates, conversations, etc.

Class Activities

Get A 'Real' Job

Thank You For Using AT&T