

课程名称： unit 1 job interview

第1单元（节）， 1学时，授课时间 2012年 2月 20日，地点
语音室 3

项目 / 主题： Part IV Viewing and Speaking : 1 学时

Part V Case Analysis : 1 学时

能力目标：

1. 了解面试的程序
2. 了解怎么样准备好一个面试
3. 掌握怎么样回答关于个人具体情况的问题，如教育背景、工作经历等。

知识目标：

1. 了解面试的程序
2. 了解怎么样准备好一个面试
3. 掌握怎么样回答关于个人具体情况的问题，如教育背景、工作经历等。

重点难点与解决方案：

找工作过程中如何准备面试，以及如何在面试中较好地表现自我，展现自我。

教材、参考资料与媒体：

新视野商务英语视听说

教学条件（环境）：

语音室

教学活动设计概要：（包括实施步骤、教学内容、方法手段、学生活动、时间分配、学习成果评价标准）

Part IV Viewing and Speaking

Video 1 Applying for the position of financial consultant

Pre-viewing

1. Teaching tips:

- Divide Ss into small groups.
 - Ask Ss to:
 - 1) rank the importance;
 - 2) compare their ranking with other group member;
 - 3) give explanation;
 - 4) change the ranking if convinced.
 - Encourage Ss to use different expressions of agreeing and disagreeing.
 - Ask tow group representatives to give their ranking and explain the change if there is any.
- Key: Open.

Viewing

Key:

Reasons for joining the company	<ul style="list-style-type: none"> · It is one of the leading international consultant corporations which came to China after China entered WTO. · Working in this company would give him the best chance to use what he has learned at university.
Relevant work experience	He was involved in a factory restoration in Nanjing.
Questions	Are there any opportunities for Chinese employees to be transferred to the head office in New York or other branch offices around the world?
Result of the interview	Chen Bo will be notified of the final decision by Friday.

Post-viewing

Teaching tips:

- Divide the class into groups of three/five (odd numbr is preferred for voting).
- Have Ss exchange ideas within the group and then vote for the job offer decision.
- Ask two group representatives to report on their goup discussion and decisions.
- Encourage other Ss to offer their own views.
- Give comments and help Ss summarize the reasons.

Hints:

- 1) Strengths:
 - Degree in international finance.
 - Passion/determination for the job.
 - Being young and energetic.

- Fluency in English.
 - Good appearance.
 - Knowing how to tackle problems.
- Weakneese:
- Little related experience or training.
- 2)Open.

Video 2 Applying for the position of Sals Manager

Pre-viewing

1. Teaching tips:

- Divide the class into pairs.
- Have Ss discuss the three questions and put together a group answer.
- Ask three pairs to share their answers with the class,each dealing with one question.
- Invite other Ss to offer their own views.

Hints:

- 1) People may change jobs for job challenge,better pay,promotion,better working environment,more flexble working hours,etc.They may also look for new jobs because they move to a new place or lose their original jobs.
- 2) Managing and training the sales team,developing the asles strtegy and implement it,coordinating with other departments of the company,ensuring the achievement of the pre-set sales target,etc.
- 3) Strong presentation,communication and negotiation skills,work experience in sales position,university degree in business management or relevant major,willing to travel,being detail-oriented,etc.

Viewing

Key:

1. F 1)In the summers of 1996 and 1997,Merry worked as a salesgirl for this company in Guangzhou.
T 2)Merry passed TEM 8 at college,and she is good at oral English.
F 3)Merry has worked for United Butter for two years since she graduated from college.
F 4)Merry will be in charge of the marketing activities in southeast China.
T 5)Merry's current annual income in United Butter is 150 thousand.
- 2.

Curriculum Vitae

Name: Merry Wang
Nationality:Chinese
Address: 348 Main Road,Guangzhou,Guangdong
Telephone: (020)1234-5678
Email: merrywang@hotmail.com

OBJECTIVE

A position of 1)Sales Manager.

SUMMARY OF QUALIFICATIONS

- 2)Five years'successful experience at United Butter.
- Motivated and enthusiastic about developing good relations with clients.
- Effectively working alone or as a team member.

EMPLOYMENT HISTORY

2003-present Working at United Butter,being the 3)Brand manager for two years,responsible for the Panda line of 4)biscuits.

EDUCATION

1999-2003 Sun Yat-sen University,Guangzhou,Bachelor of 5)Business Administration

SKIILS

Computer skills:Windows,MS Office,Excel,Lotus 123,Microsoft FrontPage

Language skills:passed TEM 8 at college;being good at 6)oral English

INTERESTS

Bowling,traveling,yoga

Post-viewing

Teaching tips:

- Divide the class into small groups.
- Have Ss exchange ideas within the group.
- Ask two group representatives to share their ideas with the class.
- Encourage other Ss to offer their own views.
- Give comments and help Ss summarize the answers.

Key:Open.

Part V Case Analysis

Teaching tips:

- Ask Ss to take detailed notes while listening.
- Ask Ss to exchange ideas in pairs. Remind them to give examples to support their points.
- Give Ss a second chance to listen to the interview if they failed to note down the key information.
- Allow Ss a few minutes to prepare an improved version of the interview.
- Choose a few pairs o role-play the revised interview in class.
- Invite other Ss to give comments and suggestions for improvement.

Hints:

- She is not likely to get the job because she did poorly in the interview.
- Things went wrong:
- Use filler words (“you know”) too many times.
- Bad-mouth former employer.
- Inappropriate answers to interviewer’s questions, e.g....I would rather like to establish my own company...
- Ask inappropriate questions,e.g. Can I take time off for vacation?
- Self-conceit—“have no weaknesses”.
- Too much emphasis on travel.

学习成果评价:

教学小结:

教师签名: 年 月

日

教案检查记录:

检查者签名 (盖章) 年 月

日