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| Course Name | Business Communication |
| Grade Level | 9th-12th |
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| Unit Title | Who do I want to be? |
| Lesson Title | Crafting Interview Questions |
| Suggested Lesson Time | <i>One 90-minute block</i> |
| Lesson Objectives | <p>Understand different types of interview questions (open-ended, closed-ended, behavioral, situational).</p> <p>Learn how to develop effective and relevant interview questions based on research.</p> <p>Enhance critical thinking skills in formulating questions.</p> |

Instructor Preparation

References

- Students will access [possible interview questions](#) from Indeed.

Instructional Media

- Presentation slides highlighting key points.
- Handouts with sample questions and a visual presentation on a projector.
- Laptops/tablets for drafting questions.
- Collaborative tools (e.g., Google Docs) for real-time feedback.
- Whiteboard for noting key points from the discussion.



Equipment and Tools

- Laptops/tablets and projector/screen

Materials

- Whiteboard/markers, sample interview questions handout

Student Preparation**Assignments**

Task: Prepare a list of 5 potential questions based on the LinkedIn professional profile researched in the previous class.

Introduction

Share a humorous or unexpected clip of a professional interviewer asking poorly crafted questions and its results.



| Information Presentation | |
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| <i>Information</i> | <i>Key Points</i> |
| <ul style="list-style-type: none">● Assigned article on different types of interview questions. | <ul style="list-style-type: none">● Role of good questions in eliciting useful information, establishing rapport and demonstrating preparation.● Differences between question types, strategies for crafting each type, examples of effective questions.● Relevance to the professional's background, clarity and conciseness, balance of question types.● Constructive criticism, refining questions for clarity and depth.● Key characteristics of strong questions, learning from peer feedback. |

Summary

Students will learn about different types of interview questions and how to generate the right questions for an interview. This will help students learn how to prepare for a job interview.



Student Activities

- **Introduction (10 minutes):** Brief recap of the previous class. Discuss the importance of crafting good interview questions.
- **Lecture (20 minutes):** Explain the types of questions and provide examples and tips for crafting them.
- **Individual Activity (30 minutes):** Students draft a list of 10 interview questions for a professional based on research conducted in the previous class.
- **Peer Review (20 minutes):** Pair students to review each other's questions, providing feedback and suggestions for improvement.
- **Discussion (10 minutes):** Discuss common themes and insights from the peer review session. Highlight effective questions and techniques.

Student Assessment

- **Participation:** Engagement in the peer review and class discussion.
- **Assignment:** Submit the final list of 10 interview questions incorporating peer feedback.

