



<b>Course Name</b>	Business Communication
<b>Grade Level</b>	9th-12th
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<b>Unit Title</b>	Who do I want to be?
<b>Lesson Title</b>	Conducting the Interview
<b>Suggested Lesson Time</b>	One 90-minute block
<b>Lesson Objectives</b>	<p>Understand the interview process, including opening, conducting, and closing the interview.</p> <p>Develop active listening and communication skills.</p> <p>Gain practical experience in conducting interviews through role-playing.</p>

<b>Instructor Preparation</b>	
<b>References</b>	
<ul style="list-style-type: none"> <li>Optional Video Resources for an Informational Interview:  <a href="https://youtu.be/k9GdRv_vixo?si=Q1qEhOxcvtF6NqMp">https://youtu.be/k9GdRv_vixo?si=Q1qEhOxcvtF6NqMp</a> </li> </ul>	
<b>Instructional Media</b>	
<ul style="list-style-type: none"> <li>Presentation slides with an overview of the interview process.</li> <li>Video examples of good and bad interview techniques.</li> <li><a href="#">Role-play scenario handouts</a> and recording devices for playback and review.</li> <li>Whiteboard for noting key points from the discussion.</li> </ul>	



**Equipment and Tools**

- Laptops/tablets and projector/screen

**Materials**

- Whiteboard/markers, sample interview questions handout

**Student Preparation****Assignments**

Task: Watch a video example of a professional interview and take notes on effective techniques observed.

**Introduction**

Start with an engaging role-play demonstration by the instructor, showing a mix of good and bad interview techniques.



<b>Information Presentation</b>	
<i>Information</i>	<i>Key Points</i>
<ul style="list-style-type: none"> <li>● Assigned article on interview techniques and active listening.</li> </ul>	<ul style="list-style-type: none"> <li>● Structuring the interview, establishing rapport, setting the tone.</li> <li>● Techniques for active listening, non-verbal communication, managing the flow of the interview.</li> <li>● Practice real-life interview scenarios, adaptability during interviews, feedback from peers.</li> <li>● Reflecting on performance, identifying areas for improvement, learning from peers.</li> </ul>

<b>Summary</b>
<p>Students will engage in mock interviews to help them prepare for future interview opportunities.</p>



### Student Activities

- **Introduction (10 minutes):** Brief recap of previous classes. Discuss the skills needed for conducting interviews.
- **Lecture (20 minutes):** Explain the interview process and discuss active listening and communication techniques.
- **Role-play activity (45 minutes):** Divide students into pairs. Each pair conducts a mock interview, with one student as the interviewer and the other as the professional. Rotate roles.
- **Feedback session (15 minutes):** Students provide feedback to their partners on their interview techniques. Discuss as a class any challenges faced and lessons learned.

### Student Assessment

- **Participation:** Active involvement in role-play and feedback session.
- **Assignment:** Submit a self-reflection on the mock interview experience, including what was learned and areas for improvement.

