

Interview Skills – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1		
KP 1	Stating objectives	Looking at different advertisements
KP 2	Describing a company; drawing up a list of questions	Doing your homework
KP 3	Analyzing your personal strengths and weaknesses	Undertaking a SWOT analysis
Unit 2		
KP 4	Application process; compiling a resumé	Resumé
KP 5	Formulating and sending a tailored application	Customizing your resume´
KP 6	Compiling a cover letter	Cover letter
Unit 3		
KP 7	Interview etiquette	First impressions
KP 8	Polite and indirect language; initial stages of an interview	Greetings and introductions
KP 9	How to communicate non-verbally	Body language
Unit 4		
KP 10	Providing personal information	Talking about yourself
KP 11	Highlighting personal characteristics	Highlighting personal qualities
KP 12	Work-related skills	Highlighting professional strengths
Unit 5		
KP 13	Answering awkward questions, indirect phrases	Answering questions
KP 14	Final interviews with hostile questioning	Keeping your cool
KP 15	Tips for aptitude tests; tackling a telephone interview	Preparing for aptitude tests

Unit 6		
KP 16	Asking for information, interrupting	Asking concluding questions
KP 17	Concluding remarks	Ending on the right note
KP 18	Writing a thank-you note	Follow-up