The Real Challenge: Interview Skills in English

An online job-seeking module

of Lang306: English for Engineering Management

The Real Challenge: Interview Skills in English

The course aims to develop the skills necessary for successful job applications. It focuses on the challenges third-year Engineering students will be facing in attending employment interviews in the Hong Kong context.

The Real Challenge: Interview Skills in English

The course is made up of 10 day-units. It consists of:

- ☐ online input
- ☐ discussion tasks
- ☐ hands-on exercises
- ☐ video viewing
- ☐ writing assignments

Students are required to:

- ☐ study the 10 day-units
- ☐ participate in the discussions
- ☐ attempt the hands-on exercises
- ☐ provide feedback on the videos as required
- ☐ submit the writing assignments

Course calendar

4-17 January 2001

Thursday 4 Jan	**Online: Day 1** **A closer look at yourself** **Face to Face (F2F)** **Orientation**
Friday 5 Jan	**Online: Day 2** **Setting career goals** **Online: Day 3** **Matching your skills with job ads**
Saturday	
Sunday	
Monday 8 Jan	**Online: Day 4** **Tell me about yourself** **Online: Day 5** **Putting together your résumé**
Tuesday 9 Jan	**Online: Day 6** **Composing your application letter** **F2F** **2-minute presentation**

Wednesday 10 Jan	**Online: Day 7** **Getting ready for interview (I)**
Thursday 11 Jan	**Online: Day 8** **Getting ready for interview (II)**
Friday 12 Jan	**Online: Day 9** **Non-verbal communication**
Saturday	
Sunday	
Monday 15 Jan	**F2F** **Mock interview** **After-interview evaluation**
Tuesday 16 Jan	**F2F** **Mock interview** **After-interview evaluation**
Wednesday 17 Jan	**Online: Day 10** **Group interviews** **Course Evaluation**

Assessment

This module accounts for 25% of the total LANG306 assessment.

Participation Award   **10%**   *Due*

⌘ **2-min presentation**   **Day 4**

⌘ **Résumés writing**   **Day 5**

⌘ **Participation in group discussion**   **Daily**

Assessed tasks   **15%**   *Due*

⌘ **Application letter**   **5%**   **Day 8**

⌘ **Mock interview**   **10%**   **Day 9,10**

Course evaluations

- Lang 306 On-line COSSET evaluation (2 modules)
- On-line OSTEI end of course evaluation
  (Job-seeking skills module)
- Focus group discussion sessions
- Individual interviews
- Participation rate
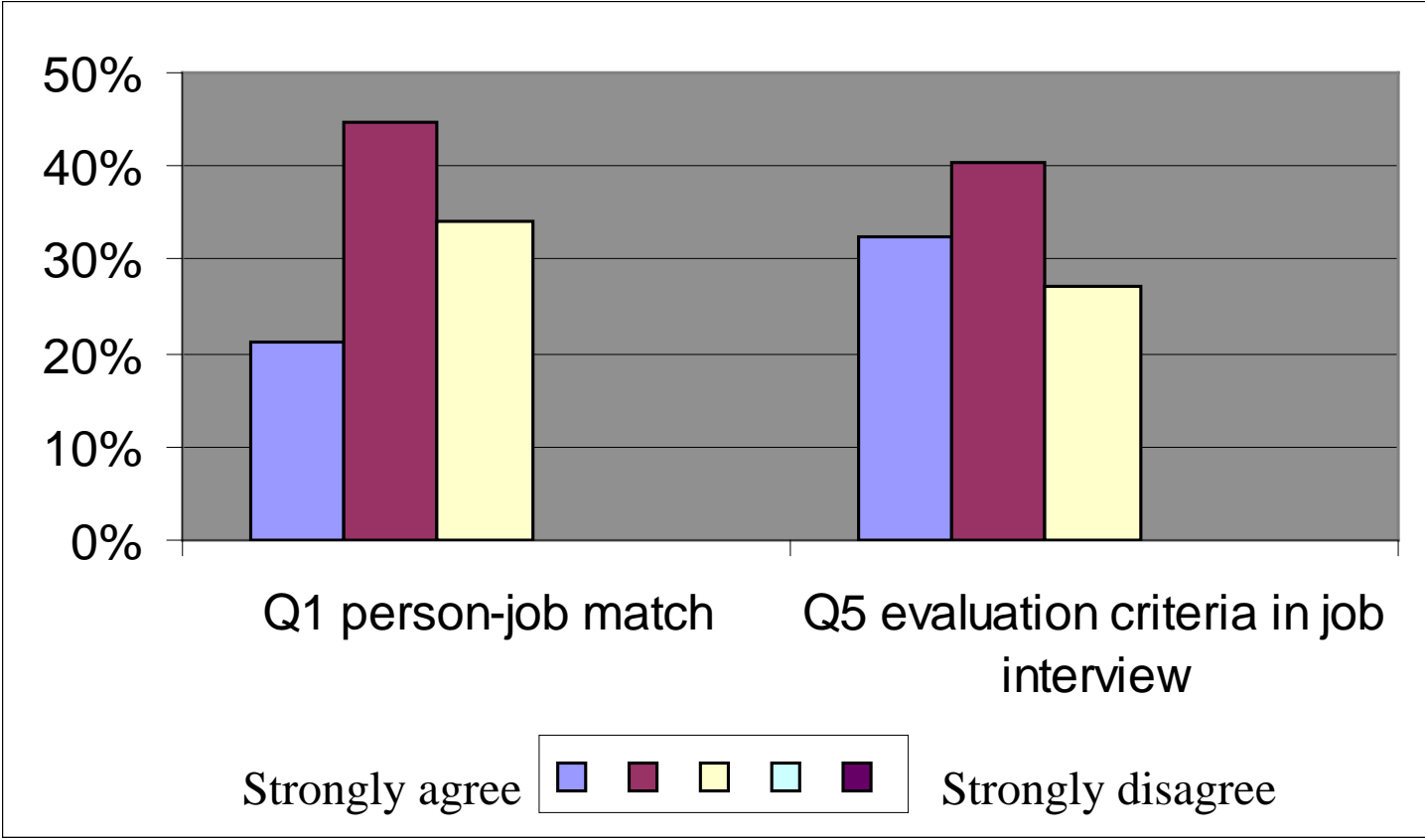- Quality of work / discussion/ mock interview performance

Course objectives

The course will help you to

- **analyse yourself, scrutinize job advertisements and match your qualities with job-requirements**

- **be familiar with some common criteria used in evaluating performance in a job interview**

- **prepare yourself adequately for interviews**

- **practise how to handle difficult questions at an interview**

- **develop and practise the skills necessary for effective job interviews**
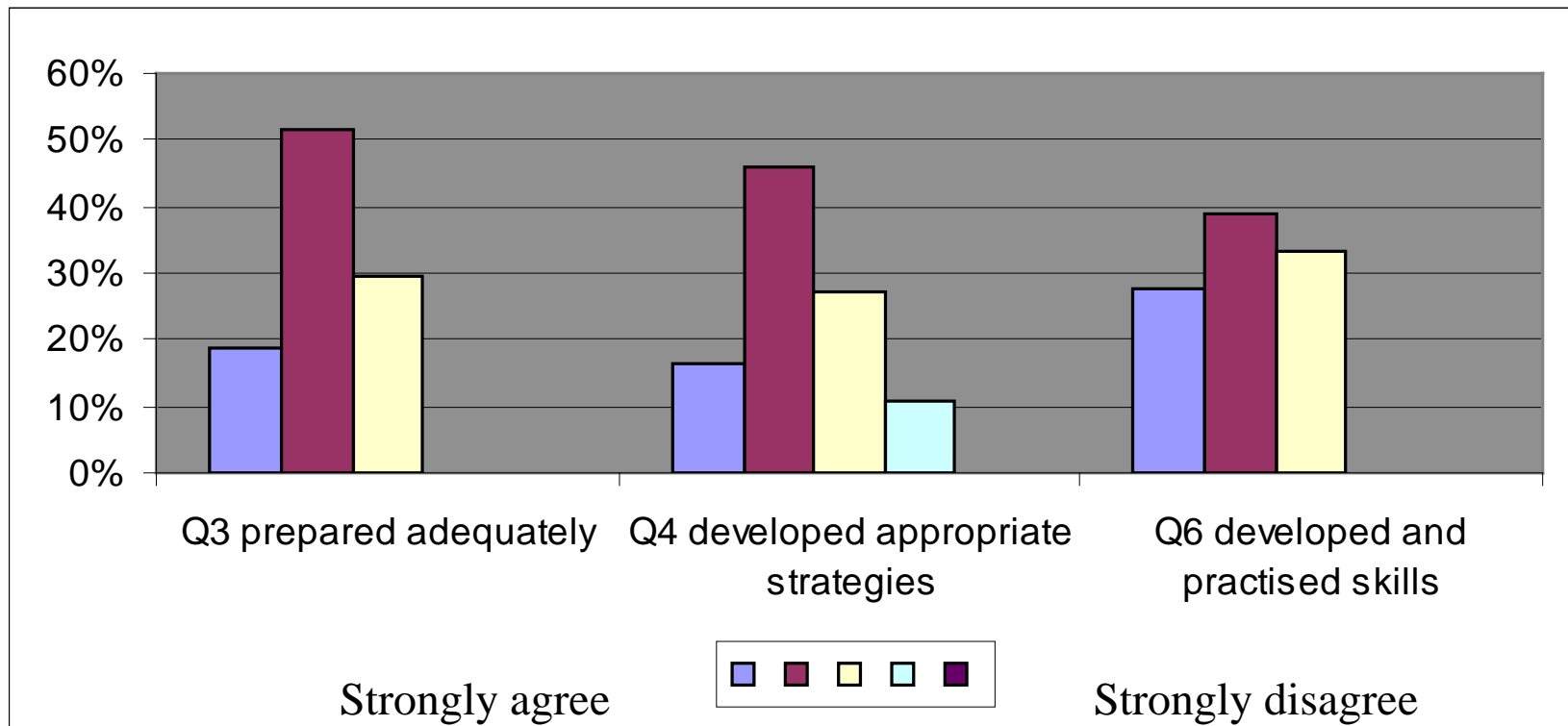
- **write résumés and job application letters that 'sell'**
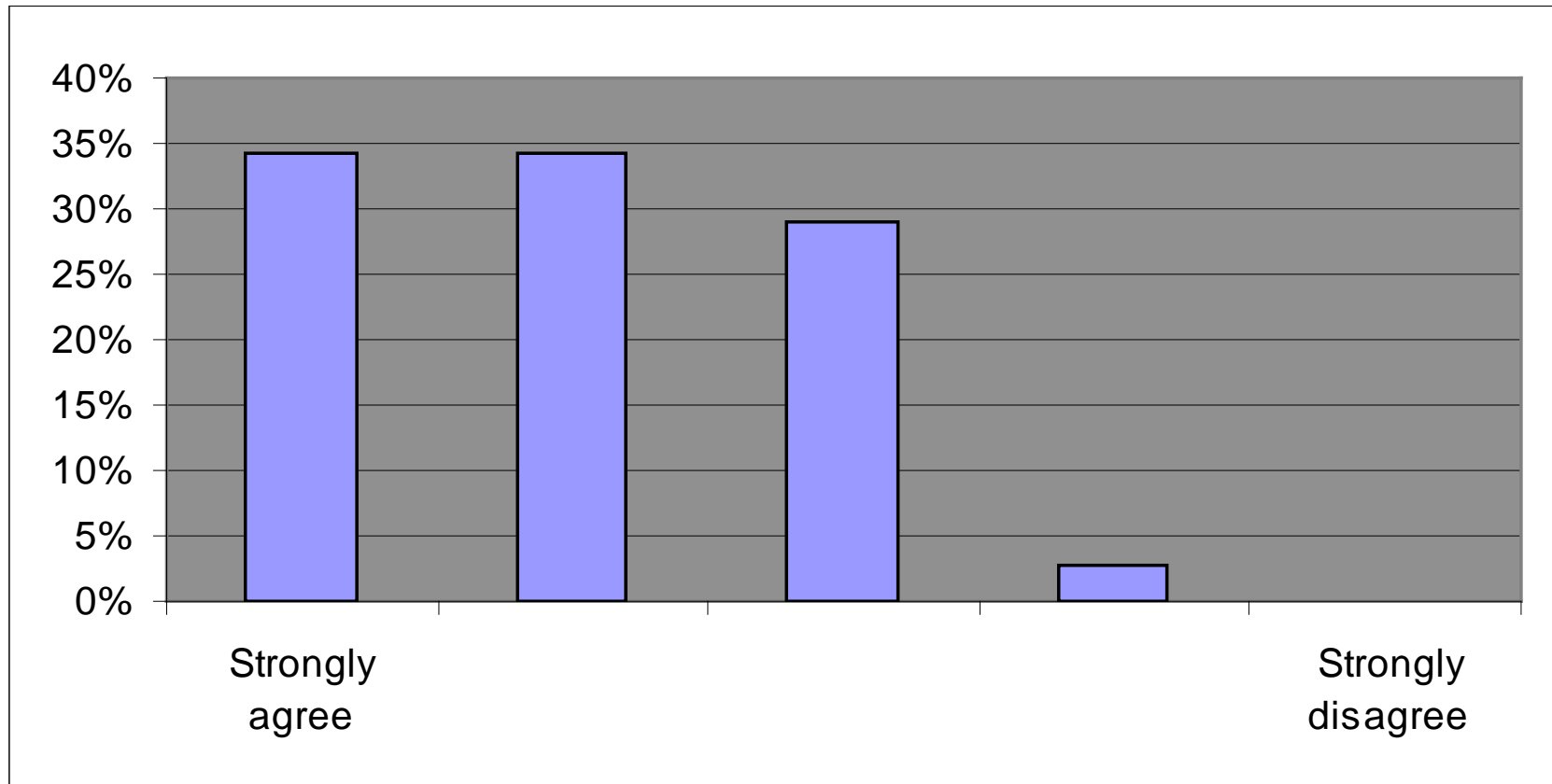
Awareness   (Q1,5)

Job interview skills (Q3,4,6)
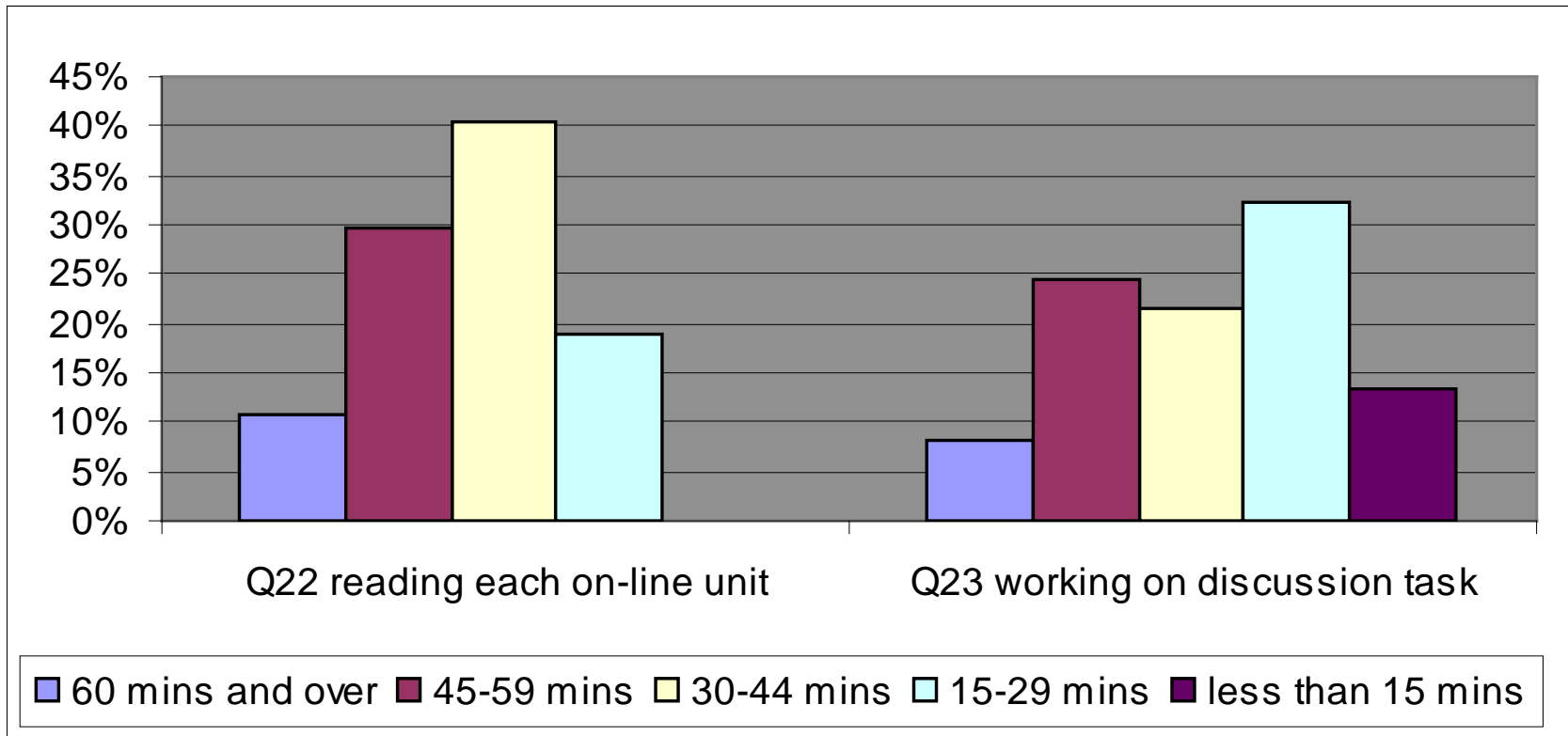
Writing skills:
Resumes & application letters   (Q2)

Learner participation:
Time spent on each unit   (Q22,23)

Learner evaluation of their learning experience

Learner expectation	Learner evaluation
Less workload	8
More flexible (time-wise)	4
More relaxing	4
More control over what to learn	4
Work according to own pace and time	4
More interactive exercises	4
Less interaction with instructors, no immediate feedback	4

Learner evaluation: *Would you have given the course the same, less or more effort if it was delivered in class?* (FG2)

- ☐ *For online, I learnt more seriously; For F2F, more comfortable just to listen. I may day dream, and will not follow up after class.*

- ☐ *More effort for on-line, push me to go back and forth.*

- ☐ *It requires more effort and time to read the reading. materials and complete the tasks online than those in classroom course.*

- ☐ *F2F may day dream, on-line forces me to read and think and give feedback more seriously.*

Learner evaluation: *Would you have given the course the same,less or more effort if it was delivered in class? (FG2)*

- ☐ *Time is flexible and it encouraged me to read more in online learning. If I participate in class learning, I probably would not read so much.*

- ☐ *I can read it again and again. Normally after class I would not read the material again, even if I didn't understand it.*

- ☐ *I spent more time online but it was better. I read more and learnt more effectively.*

- ☐ *I spent more time on Lang.*

What do you like about this on-line course? (Q31)

- *I can do it any time at home.*
- *Self-access. I like the mode of learning of this course. It is better for myself to discover the materials myself than told by instructor directly.*
- *I enjoy that I can do all things whenever I want. I do not need to attend class but can still learn things through online course. It is great!!*
- *The materials are useful and I enjoy the way of teaching.*

What do you like about this on-line course? (Q31)

- *I don't need to wake up early in the morning to attend the lesson, which is at 9:30.*
- *I can do it online which means I need not come back to campus.*
- *It is convenient. I can manage the time for learning easily.*
- *It's interactive. Each student could express his/her own ideas from here. Some students my not be brave enough to speak up in class.*

What do you like about this on-line course? (Q31)

It is easier for me to know the whole schedule of the course and what I have to do clearly than attending classes in classrooms as I can always refer to the materials on the web. Time control is also better because we can follow the schedule more tightly by learning online. Besides, it is flexible as I can read and learn the materials on other Days at any time. It also saves time in travelling to school to attend the lessons.

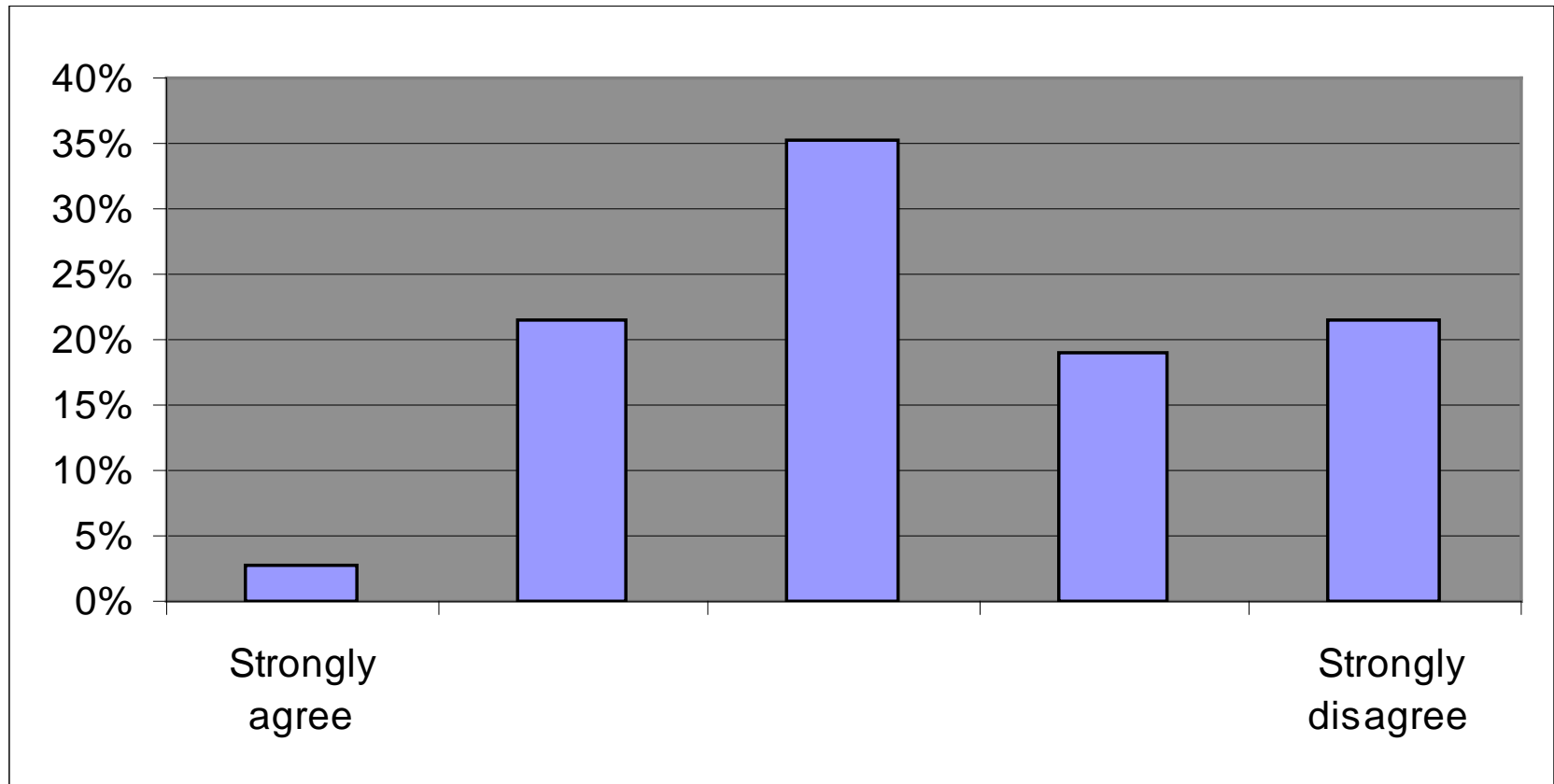# What do you dislike about this on-line course? (Q32)

- *No face to face interaction.*
- *Not enough real practice.*
- *I think it is too intensive. 'Every day' I should sit in front of the computer for about 1 to 2 hours. It's quite tired and made me lose interest easily.*
- *Sometimes we found the materials useful and want to copy it down, but the format does not allow us to do copy and paste or download. We have to access the homepage whenever we want to take a look at those information. This is not convenient.*

What do you dislike about this on-line course? (Q32)

□ *Too many discussions. We are required to do homework everyday.*

□ *Discussion was not enough in the Cybercafe. I think it would be better in normal Lang session during the semester rather than intensive class because more time for students to think and discuss in the Cybercafe.*

□ *Sometimes, we only have one time that can online to the homepage. Having response seems not possible as we cannot online all the time and wait for other's opinion. So, it is difficult to have interaction.*

Prefer classroom delivery to online delivery? (Q28)

Future plan?

- *I think it would be even better if it is held in normal Lang session during the semester because online learning may be suitable for long lasting class rather than intensive class.*

- *Discussion was not enough in the Cybercafe. I think it would be better in normal Lang session during the semester rather than intensive class because more time for students to think and discuss in the Cybercafe.*