



Institut de Formation à Distance

ONLINE ENGLISH COURSES

LICENCE 2 : CHAPTER FOUR

Presentation of trainers

Course designers

- Youssouf AGNE
- Evelyne Rose FAYE
- Haby GUEYE
- Mouhamadou Rassouloulah DIAKITE
- Abdou DIOUF
- Mamadou Diallo
- Alioune NDIAYE
- Mamadou Lamine NDIAYE
- Moustapha Daya GUEYE
- Cheikh Tidiane GNING

Description of the course

- The English course aims at preparing students to professional life through acquisition of knowledge and skills that allow them to communicate.
- For that purpose, the course is based on providing students with skills which allow them to use general English and ESP (**English for Specific Purposes**).

Prerequisites and objectives

- **Prerequisites**

Students should have completed L1 English course

- **Objectives**

This course aims at providing students with the necessary skills to express themselves in English, through conversations, opinions and business letters, ESP courses will allow students to understand and use the appropriate lexical items and expressions related to their fields of study.

-
- **CHAPTER FOUR**
 - **Asking and answering questions. (Asking for information and job interview)**



Topics and Skills

- **CHAPTER 1: Asking and answering questions. (Asking for information and job interview)**

- **Course designers**

Youssouf AGNE

Evelyne Rose FAYE

Cheikh Tidiane GNING

- **Specific Objectives:**

By the end of this course students should be able to:

- Ask and answer questions in English
- Request precise information
- Get ready for a job interview.

Job interview

- A **job interview** is an [interview](#) consisting of a conversation between a job applicant and a representative of an [employer](#) which is conducted to assess whether the applicant should be hired. Interviews are one of the most popularly used devices for employee selection. Interviews vary in the extent to which the questions are structured, from a totally [unstructured](#) and free-wheeling conversation, to a [structured interview](#) in which an applicant is asked a predetermined list of questions in a specified order; structured interviews are usually more accurate predictors of which applicants will make suitable employees, according to research studies.
- A job interview typically precedes the [hiring](#) decision. The interview is usually preceded by the evaluation of submitted [résumés](#) from interested candidates, possibly by examining job applications or reading many resumes. Next, after this screening, a small number of candidates for interviews is selected.
- Potential job interview opportunities also include networking events and career fairs. The job interview is considered one of the most useful tools for evaluating potential employees. It also demands significant resources from the employer, yet has been demonstrated to be notoriously unreliable in identifying the optimal person for the job. An interview also allows the candidate to assess the [corporate culture](#) and demands of the job.
- Multiple rounds of job interviews and/or other candidate selection methods may be used where there are many candidates or the job is particularly challenging or desirable. Earlier rounds sometimes called 'screening interviews' may involve fewer staff from the employers and will typically be much shorter and less in-depth. An increasingly common initial interview approach is the telephone interview. This is especially common when the candidates do not live near the employer and has the advantage of keeping costs low for both sides. Since 2003, interviews have been held through video conferencing software, such as [Skype](#). Once all candidates have been interviewed, the employer typically selects the most desirable candidate(s) and begins the negotiation of a job offer.

Topics and Skills

- **Types of questions**

In everyday life people are usually confronted with situations in which they need to ask and answer questions. We have two types of questions: open- ended questions and close - ended questions.

- **Open- ended questions** are meant for checking specific information, they require a factual answer.

E.g. what do you want to become in the future? Answer: I want to be a physicist.

- **Close- ended questions** are those which can be answered by a simple yes or no.

E.g. Do you enjoy life on campus? Answer: Yes, sure.

Topics and Skills

- **Asking for information (useful expressions):**
- **Asking for direction**

How do I get to....

Can you tell the best way of getting to..... ?

Which way is the nearest gas station..... ?.

Could you please guide me..... ?

- **Getting information**

Could you tell me...?

Do you know how long / how many / when / if.....?

Could you find out...?

I'd like some information about.....

ACTIVITY 1:

Work in pair and write a conversation in which you will have to use some of the above expressions.

Topics and Skills

- **Job interview questions**
Samples questions

Tell me about you

Why should we hire you?

How did you learn about the job?

Why do you want this job?

What are your biggest strengths?

What are your biggest weaknesses?

Can you work in team?

Can you solve problems?

Can you handle pressure?

ACTIVITY 2:

Watch the video about job interview. With a partner play the role of a hiring manager and a job seeker. Record your work in a short video presentation and submit it to your teacher for feedback.

Tips for job interview (Do's and Don'ts)

Check the attached document (Interview Do's and Don'ts).

La vidéo est disponible dans le cours (Plateforme)

JOB INTERVIEW CONVERSATION

-
- Le fichier est disponible dans le cours (Plateforme)



Dos-and-Donts-for-Interviews.pdf

Provide relevant questions and answers in the job interview below:



-
- **Situation:** Sofia Ndiaye has applied for a position of chief accountant. Complete the interview.

Interviewer:

-Well, I'm

Interviewer:

-I learn.....

Interviewer:

- I want it because.....

Interviewer:

- Yes I do. Working in team is

Interviewer:

-I deserve to be hired here because.....

