



Task-based Activity Cover Sheet

Task Title: Body Language During a Job Interview

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| Learner Name: | |
| Date Started: | Date Completed: |
| Successful Completion: Yes ___ No ___ | |
| Goal Path: Employment ✓ Apprenticeship Secondary School Post Secondary Independence | |
| Task Description: The learner will watch a video about job interview body language to extract information about job interview skills. | |
| Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology | Task Group(s): A3: Extract Information from films, broadcasts and presentations A1: Read continuous text B2: Write continuous text D: N/A |
| Level Indicators: A3.2: Listens/watches broadcast for more than one piece of information or one piece of information with a low level inference or with many distractors A1.1: Read brief texts to locate specific details B2.1: Write brief texts to convey simple ideas and factual information D.1: Perform simple digital tasks according to a set procedure | |
| Performance Descriptors: see chart on last page | |
| Materials Required: <ul style="list-style-type: none">• Computer with Internet connection capable of playing Adobe Flash video• http://video.about.com/jobsearch/Job-Interview-Body-Language.htm | |
| ESKARGO: Skills and Knowledge Required for Successful Task Performance Comprehension <ul style="list-style-type: none">• Gets the main idea of a film, broadcast or presentation with familiar subject matter• Uses basic strategies to check and increase understanding (i.e., asks for clarification)• Gets main idea(s) and identifies key points of longer forms of oral communication with some unfamiliar aspects | |



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- Understands how presentation techniques are used to affect/influence/persuade an audience
- Uses strategies to check and increase understanding (e.g., takes notes listing unfamiliar vocabulary and key points, replays audio/video tapes, transcribes information from tapes)
- Identifies the main idea(s) and supporting details and summarizes content of sustained forms of oral communication containing some implicit information and specialized vocabulary
- Identifies the main idea(s) and supporting information; summarizes content of sustained forms of oral communication containing implicit information and specialized vocabulary
- Uses a wider range of complex strategies to confirm and increase understanding (e.g., takes notes to organize and classify, checks interpretation with other listeners, does further research)

Interpretation:

- Draws conclusions about ideas presented in formal situations
- Evaluates information contained in films, broadcasts, formal talks and presentations
- Recognizes that information in films, broadcasts and presentations may be objective or biased
- Evaluates overall content and effectiveness of formal speeches and lectures
- Compares various ideas from films, broadcasts and presentations
- Integrates various ideas from films, broadcasts and presentations

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



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There are many videos available online that help people looking for work to be successful in their job search. Watch this video: <http://video.about.com/jobsearch/Job-Interview-Body-Language.htm>

Task 1: List 5 things an interviewee should do in an interview.

Task 2: Why would an interviewee lean forward in their chair during an interview?

Task 3: What does an individual have to do to be given a second interview or job offer?



Answer Key

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Task 1: List 5 things an interviewee should do in an interview.

Any of the following:

- ❖ Turn off cell phones
- ❖ Do not interrupt
- ❖ Come prepared (prepare answers to common interview questions)
- ❖ Maintain eye contact with interviewer
- ❖ Maintain good body language
- ❖ Stay relaxed
- ❖ Lean forward to show interest
- ❖ Feet on floor
- ❖ Focus on interviewer
- ❖ Show personality
- ❖ Pay attention
- ❖ Be attentive
- ❖ Keep back against lower back of chair/Don't slouch
- ❖ Look interested

Task 2: Why would an interviewee lean forward in their chair during an interview?

- ❖ To appear interested and engaged

Task 3: What does an individual have to do to be given a second interview or job offer?

- ❖ Present a polished and professional image



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| <i>Suggested Performance Descriptors</i> | | Needs Work | Completes task with support from practitioner | Completes task independently |
|--|--|------------|---|------------------------------|
| A3.2 | <ul style="list-style-type: none">Listens/watches broadcast for more than one piece of information or one piece of information with a low level inference or with many distractors | | | |

This task: was successfully completed ___ needs to be tried again ___

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| Learner Comments |
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Print Instructor's Name

Learner Signature