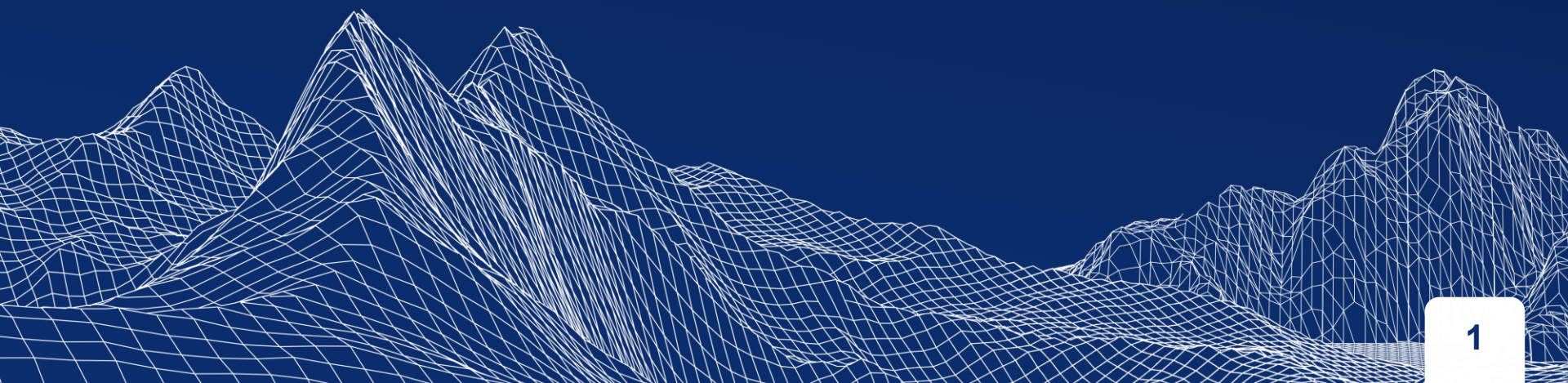
NATIONAL GEOGRAPHIC LEARNING

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STANDOUT 2

Team Project 7



Read the conversation.

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[Approx. 1 min]

Student A: What does Claire do?

Student B: She's an administrative assistant.

Review the conversation and select pairs to read the conversation.

Practise the conversation.

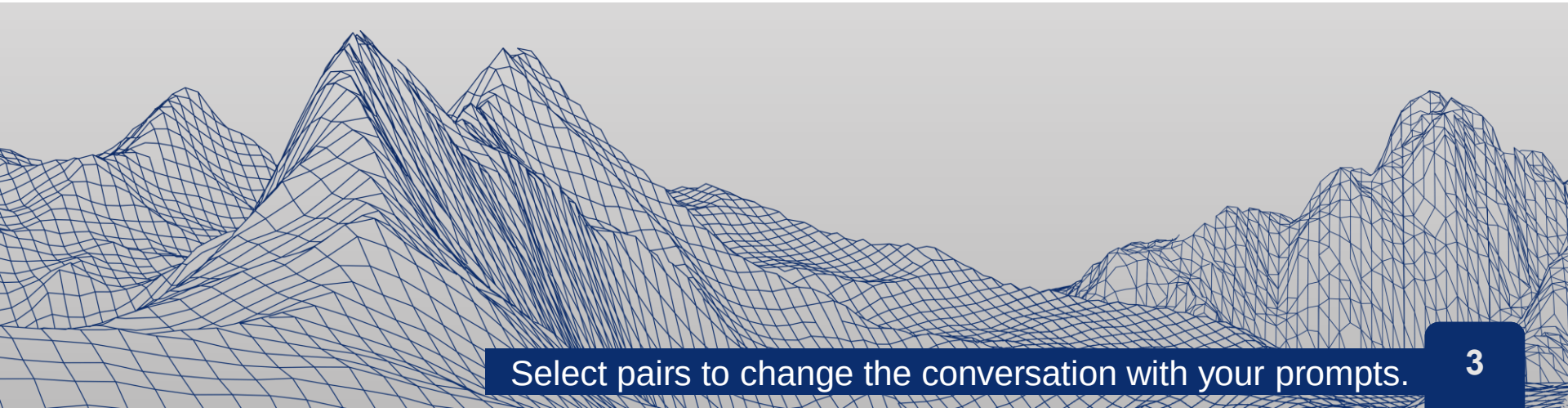
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[Approx. 3 mins]

Student A: What does Claire do?

Student B: She's an administrative assistant.



Select pairs to change the conversation with your prompts.

Read the conversation.

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[Approx. 1 min]

Ms. Cardoza: Good afternoon, Ms. Shir. Please sit down. I have your application here. You were a desk clerk at the Fairview Hotel and before that you were a cashier. Is that right?

Dasma: I was an administrative assistant at the Fairview Hotel. I wasn't a desk clerk.

Ms. Cardoza: Oh, yes, that's right. What kind of work did you do?

Dasma: I checked reservations and wrote emails.

Ms. Cardoza: So, you didn't answer the phone or talk to guests?

Dasma: No, I didn't talk to guests, but I learn quickly and speak many languages.

Ms. Cardoza: Did you work in the evenings?

Dasma: No, I didn't work in the evenings. I finished at 6:30 p.m.

Ms. Cardoza: Thank you, Ms. Shir. We will call you.

Review the conversation and select pairs to read the conversation.

Practise the conversation.

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[Approx. 3 mins]

Ms. Cardoza: Good afternoon, Ms. Shir. Please sit down. I have your application here. You were a desk clerk at the Fairview Hotel and before that you were a cashier. Is that right?

Dasma: I was an administrative assistant at the Fairview Hotel. I wasn't a desk clerk.

Ms. Cardoza: Oh, yes, that's right. What kind of work did you do?

Dasma: I checked reservations and wrote emails.

Ms. Cardoza: So, you didn't answer the phone or talk to guests?

Dasma: No, I didn't talk to guests, but I learn quickly and speak many languages.

Ms. Cardoza: Did you work in the evenings?

Dasma: No, I didn't work in the evenings. I finished at 6:30 p.m.

Ms. Cardoza: Thank you, Ms. Shir. We will call you.

Select pairs to change the conversation with your prompts.

Team Project: The School Career Day Practice
Scenario: The Mock Interview Prep

It's Career Day at school, and three friends are practicing for mock job interviews. They've chosen different jobs to apply for. They need to:

1.Ask and answer questions about what job someone does.
2.Correct mistakes about past job titles and responsibilities.
3.Explain what tasks they did or didn't do at a previous "job" (like a class job or chore).
4.Talk about their schedule.

Roles:

- **Alex:** The interviewer for the "School Office Helper" position.
- **Jordan:** A student applying for the job, who had a different role before.
- **Taylor:** A friend who helps Jordan practice and asks about job titles.

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[Approx. 5 mins]

Explain the scene to the students.

Sample Conversations

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[Approx. 5 mins]

Alex: Good morning, Jordan. Please sit down. I have your application. You were a classroom cleaner and before that, you were a board eraser. Is that right?
Jordan: I was a **paper passer** in class. I wasn't a board eraser.
Alex: Oh, yes, that's right. What kind of work did you do?
Jordan: I passed out papers and collected homework.
Alex: So, you didn't clean the classroom or organize books?
Jordan: No, I didn't clean, but I learn quickly and I'm very organized.
Alex: Did you work in the mornings?
Jordan: No, I didn't work in the mornings. I finished at 3:00 p.m.
Alex: Thank you, Jordan. We will call you.
(After the practice interview)
Taylor: What does Jordan do?
Alex: She's a **student helper**.
Taylor: Perfect! Good job, Jordan.
Jordan: Thanks for helping me practice!



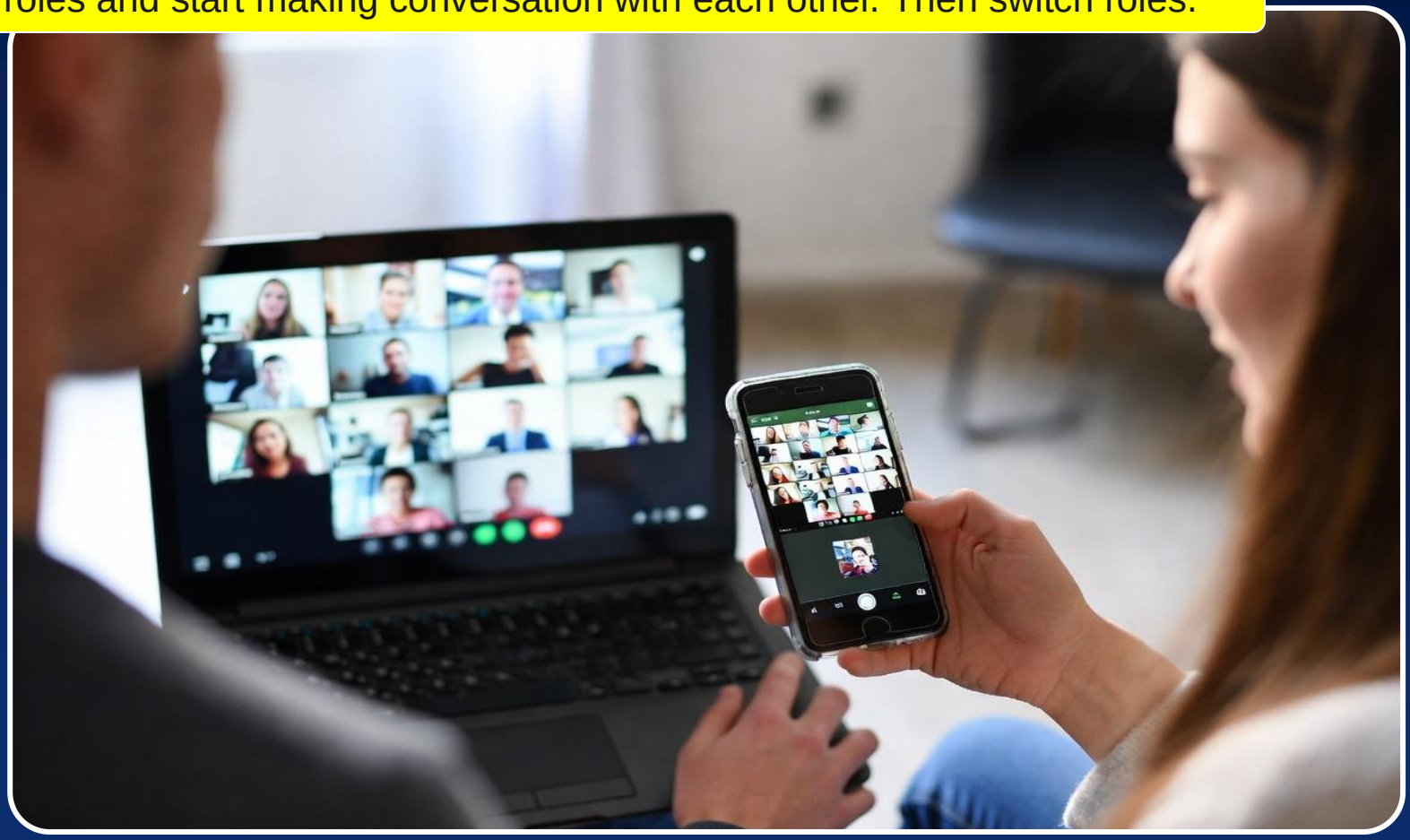
Select groups to read the conversation.

In groups

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Take roles and start making conversation with each other. Then switch roles.



[Approx. 6 mins]

Put the Ss in breakout rooms and have them perform the conversation based on the scenario. All the roles must be switched among them.

Class Sharing

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[Approx. 10 mins]



Ask all the groups to quickly share in class.