

## **Final Assessment**

### **Business Communication Workshop (HUM-200)**

#### **Instructions: (Marks: 20)**

Each student must select a **recently advertised job** (from online job portals like Indeed, LinkedIn, etc. or from newspaper) that matches their career interests. You have to bring this with you during the interview.

Then, Create a **professional resume** tailored specifically to the job selected. The resume must align with (as per studied in chapter 13):

The job title;

Job description;

Stated qualifications and requirements.

#### **Further, Role-Playing in a Mock Interview**

One of the best ways to understand interview dynamics and to develop confidence is to role-play the parts of interviewer and candidate in a mock interview.

**Your Task.** Choose a partner for this activity. Each partner makes a list of two interview questions for each of the eight interview question categories presented in this chapter. In team sessions you and your partner will role-play an actual interview. One acts as interviewer; the other is the candidate. Prior to the interview, the candidate tells the interviewer the job he or she is applying for and the name of the company. For the interview, the interviewer and candidate should dress appropriately and sit in chairs facing each other. The interviewer greets the candidate and makes the candidate comfortable. The candidate gives the interviewer a copy of his or her résumé. The interviewer asks three questions from the candidate's list. The interviewer may also ask follow-up questions, if appropriate. When finished, the interviewer ends the meeting graciously. After one interview, partners reverse roles and repeat.