

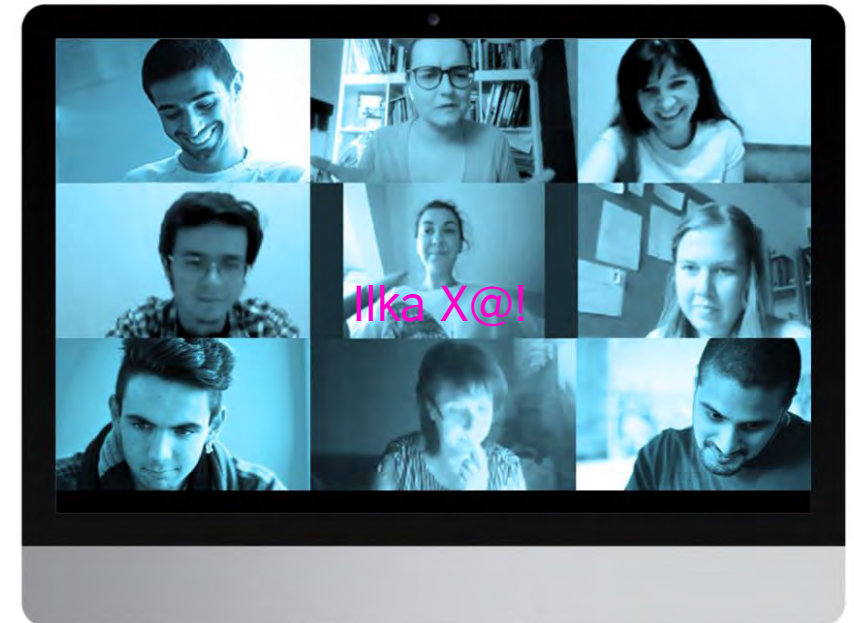
Internships

Business communication



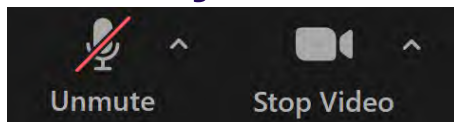
Before we start, please make sure...

- ✓ your name on Zoom is clear (use Latin letters)
- ✓ your camera is on and mic is **off** (unmute when needed)
- ✓ you are in a quiet area that helps you focus
- ✓ you have a notebook or a note app ready to take notes

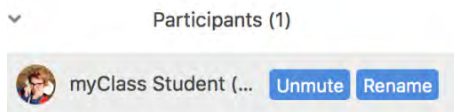


Zoom features

Check your audio and video settings

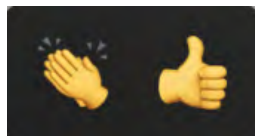
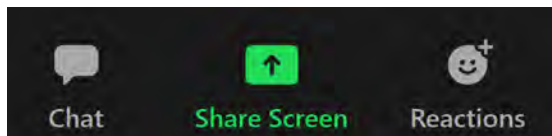


Use Latin letters for your name

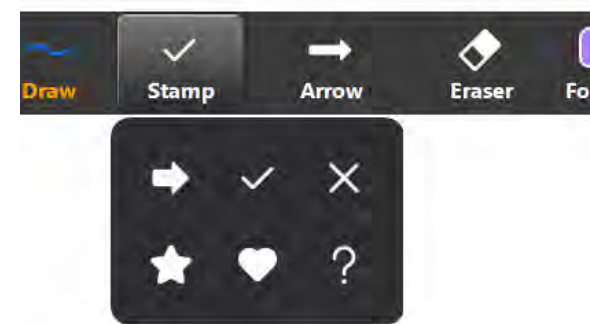
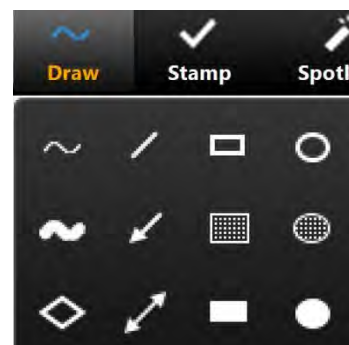


Ask questions in the Chat or use Reactions

Share Screen when the teacher asks



Use Annotate when a screen is shared

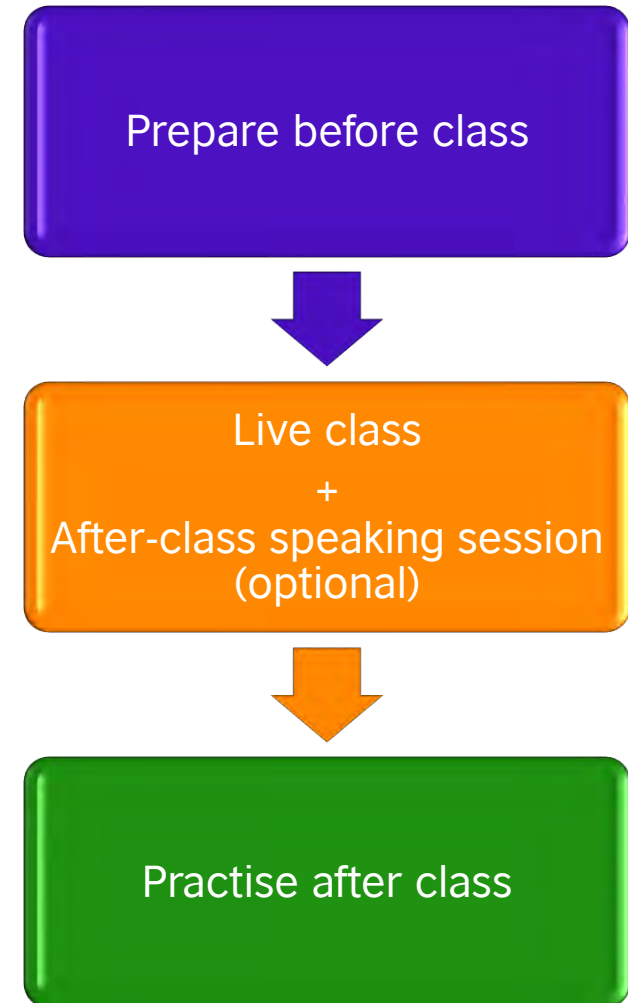


Use Save to make screenshots

Welcome to English Online

How does it work?

You need to complete all three parts to get the most out of English Online.



After-class speaking session

Stay back after class for 5 or 10 minutes to talk to your classmates from around the world.

This extra speaking practice will help you...

- improve your conversation skills
- practise using language learnt in class
- support and help your fellow students
- practise using English in a natural context
- become a part of a global learning community



After-class
speaking
sessions

Have you done your online activities?



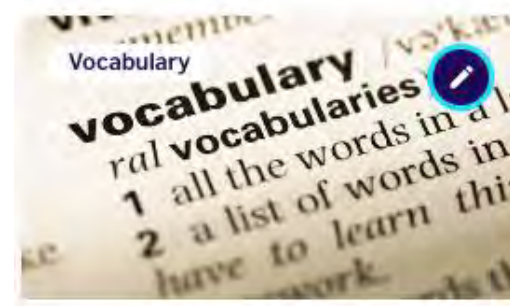
Reading

An article on internships



Reading

A job interview



Vocabulary

Convincing and confident
vocabulary



Listening

Listening to a job interview

Lesson objectives

What do you expect to learn by the end of this class?



Lesson objectives

The topic of this lesson is **internships**. You will take part in an interview between a student wanting to do an internship and an HR Manager. You will read information on internships and will learn language to sound convincing and confident. You will also learn language related to transferable skills.

Skills focus

Speaking (live lesson), reading and listening (**before** and **after** class)

Language focus

Phrases to sound more convincing (practiced **before** and **during** class)

Collocations used in job interviews (practiced **before** and **after** class)

Lead-in

Quickly read these quotes. What is the context?

a 'We were interviewing for an editorial role and asked the candidates why they wanted to leave their current job. One woman told us her editor was a total nightmare and was simply jealous because she had a better sense of style. It turns out that my colleague was actually good friends with the editor in question.'

b 'We once interviewed a guy who said he wasn't sure how to answer our question so he called his mum! He actually put her on speaker phone and she told us how wonderful he was.'

c 'I once interviewed someone for a top-level finance position who started taking off his shirt to show me the scars from a boating accident he was in. He wanted to show me why he'd been out of work.'

Lead-in

Quickly read these quotes. What is the context?

d 'Once, an interviewee said he was so well-qualified that if he didn't get the job, it would prove that the company's management was incompetent!'

e 'I interviewed a man who stated that, if he were hired, he'd demonstrate his loyalty by having the corporate logo tattooed on his forearm.'

f 'We once interviewed a lady who pulled out a Polaroid camera and snapped a flash picture of me. She said she collected photos of everyone who interviewed her.'

Lead-in

Discuss these questions about the quotes with your partner.

1. Which do you think are true or untrue?
2. Order the quotes from the worst mistake to the smallest mistake.
3. Write out a list of interview tips, based on some of these mistakes.
4. Do you know any funny or strange interview stories?

Language focus 1

Complete the sentences to make them true for you.

1. I enjoy facing and overcoming the challenges of _____
2. I feel very confident with _____
3. _____ really motivates me.

Language focus 2

Apart from language, here are some tips to sound convincing and confident.
Which things do you think you need to improve?

Speak fluently but not too quickly (possibly work on natural speech,
e.g. consonant vowel linking)

Avoid too much hesitation but pausing at the right points

Avoid speaking in a monotone voice

Stress the words for emphasis

Language focus

Ask and answer the questions using some of the phrases to sound convincing and confident.

1. What has your work or study experience so far been centred around?
2. Do you plan to pursue any further qualifications for your career?
3. Are there other jobs you could use your expertise for?
4. Do you have extensive knowledge in any specialist areas?

Pre-task

Complete these interview questions. With a partner, think of 3 other questions you might get asked in an interview.

1. How / university experience / prepared / career?
2. What / suitable / this job?
3. What influenced / choose / career?
4. Describe / situation / worked / team.
5. What / expect / doing / five years' time?

Pre-task

Possible answers

1. How / college experience / prepared / career?

How has your university experience prepared you for a/this career?

2. What / suitable / this job?

What makes you suitable for this job?

3. What influenced / choose / career?

What influenced you to choose this career?

4. Describe / situation / worked / team.

Describe a situation when you worked in a team

5. What / expect / doing / five years' time?

What do you expect to be doing in five years' time?

Task



Task

Read the advert and identify the key responsibilities

SUSTAINABLE ENERGY INTERNSHIP

Company description

We provide expert guidance, project management services and access to external funding and grants in order to deliver energy efficiency projects.

Internship description

This is a paid three-month internship, based in Windsor. **Salary:** £18,000.

How you can expect to spend your day:

Site survey work.

Processing data and providing carbon calculations from the raw data.

Getting involved with client meetings. Eventually, managing their own clients autonomously.

Task

Role-play

One person is the HR manager and the other is the candidate.

If you are an HR manager, devise a list of questions you could ask.

If you are a candidate, think about how you will describe your skills and experience to get the job.

Feedback

Great natural language!

Watch out for...

Feedback on the content

I have always been interested in this field of science.

I can get on well with people, know how to be a good team player and have some specific knowledge which I am happy to share with the rest of the team.

In 5 years time I am seeing myself as a person who is still developing but also remaining open to new AI opportunities.

Review



In Chat/Breakout rooms, please share:

3 new words/phrases you want to remember from today's lesson

2 activities that helped you in today's lesson

1 thing you will review after this lesson

Lesson materials

Make sure you:

- download the *.pdf from the student website
- save the Zoom Chat before you leave



How can you make more progress?

Complete these additional activities online.



Listening activity



Transferable skills collocations

Find out more about today's topic here:



<https://learnenglish.britishcouncil.org/business-english/youre-hired>

What's next?

Book your next lesson in the theme.

Business

Business Communication

1/6 lessons done

In today's world it is increasingly commonplace to work alongside people from a range of language and cultural backgrounds. We need to develop intercultural understanding and effective communication skills often through using English as a lingua franca.



If you have finished the theme, try the optional assessment, or a private lesson for personalised feedback!

After-class speaking session

You can talk about any topic that interests you!

Use these questions as a guide, if needed.

- Did you do (or do you know someone who did) an internship after university? What was it like?
- What are the benefits and drawbacks of doing internships?
- Some people say internships are exploitative. Do you agree? Why/why not?
- What expertise could someone gain from an internship at your workplace?
- Do you think it would be beneficial for everyone to do a short internship as part of their mandatory education? Why/why not?

For help, contact:

support.englishonline@britishcouncil.org

Dos

- ✓ Treat everyone with respect
- ✓ Keep your camera on and participate
- ✓ Let others share ideas too
- ✓ Listen to everyone
- ✓ Click 'Leave' if you cannot stay back

Don'ts

- ✗ Don't take pictures or record
- ✗ Don't share personal details
- ✗ Don't let your children be visible onscreen