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|  | **Course Code:**  **Course Title: Assignment:**  **Deliverables:**  **Points:** | COMM 3590  Professional & Business Communication  AS11 & AS12  **AS11 Interview Questions (Word/PDF)**  **AS12 Mock Interview (Video)**  **30pts + 140pts** |

**INSTRUCTIONS**

You will be working in **PAIR** for AS11 and AS12.

For sections with uneven numbers of students, three students can interview each other as follows: A interviews B, B interviews C and C interviews A.

You will be playing the role as an **INTERVIEWER** in AS11 & an **APPLICANT** in AS12.

**BEFORE** starting your assignments, please

1. Create a folder for your **GROUP** (Folder name: Your Group Name) in

<https://drive.google.com/drive/folders/1HoUer77jLwU4psiPWlG740aFfdlJ-PCC?usp=sharing>

1. Upload relevant **materials** of the job

* Job Advertisement that you’re applying for
* Your Resume
* Your Cover Letter

This is to help both of you to understand each other better for the assignments.

**Please do this by 18 November 2021 (10 points will be deducted if you’re late)**

**SafeAssign:**

SafeAssign is a leading plagiarism-checking tool. You are required to use the SafeAssign tool in Bb to submit all written assignments. Keep your Similarity Report **<20%**. When you submit an assignment, SafeAssign will generate a report for you: use the SafeAssign report to avoid potential plagiarism. You can submit and resubmit your assignments in SafeAssign **3 times** until the deadline. Plagiarism, intentional or unintentional, earns an F on the assignment. You cannot redo a plagiarized assignment.

**Late Submission:**

Late assignments will be penalized 10% for each day they’re late until they’re no longer accepted.

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**AS11**

You’re the Human Resources Manager of the company that your partner is applying for.

Based on the **materials** provided, prepare a list of questions that contains:

* **3 Traditional questions**
* **1 Behavioural question**
* **1 Skeleton question**

Reminder:

1 question ≠ 1 sentence

You may provide some information/ a statement before the question.

Eg:

We work on a 996 schedule and sometimes even Sunday. As a fresh graduate with no working experience, do you think you will be able to handle that?

**Submission:**

You’re required to submit the list of questions to **BOTH** BB & Google Folder.

BB: For grading

Google Folder: For your partner’s preparation for AS12.

Format:

* Word/ PDF
* Numbered LIST
* 12pt, Times New Roman, 1.5 spacing

**Deadline: 23 November 2021 (10 points will be deducted if you’re late)**

Rubric:

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| **Interview Questions**   * Relevant to the **materials** provided, not only general questions * Well-planned * Appropriate to get response from the interviewee * Clear and easy to understand | NOVICE  1-2 | COMPETENT  3 | PROFICIENT  4-5 |
| **Traditional Question 1** |  |  |  |
| **Traditional Question 2** |  |  |  |
| **Traditional Question 3** |  |  |  |
| **Behavioral Question** |  |  |  |
| **Skeleton Question** |  |  |  |
| **Mechanics**   * Well-edited and proofread, * No apparent errors in grammar & mechanics |  |  |  |
| **TOTAL:** | | |  |