

# University of Human Development



## Academic Debate

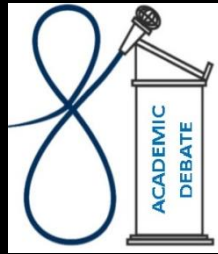
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## CHAPTER 4

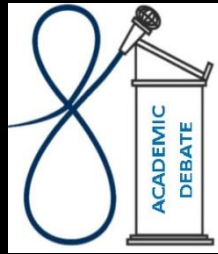
### Listening & Speaking Exercise

# Interview Task (next week)



1. This is a group activity
2. It should take 5-10 minutes
3. Please read the instruction carefully and remember each points when presenting

# Interview Task (next week)



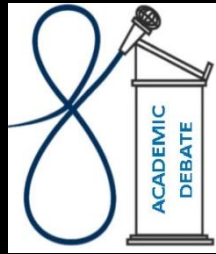
3 stages interview: arrangements, preparation and the actual interview

1. **Arrangements**; **call in advance** to make an appointment.

2. **Preparation**;

- A. Do as much **research** as possible in advance on the person
- B. Prepare your **questions** in advance “Refer to them but don't show them to the interviewee”
- C. Ask other questions as they might arise, based on what the interviewee says
- D. Take notes

# 3. The Interview



- A. Some casual conversation to start with will relax both of you
- B. Questions should be as short as possible
- C. Give the respondent time to answer
- D. Be a good listener
- E. Give the candidate a chance to ask questions
- F. Tell the candidate what the next steps will be.
- G. Let him or her know that you'll be in touch within the next few days or weeks, whatever the case may be.
- H. Thank the candidate for coming in for an interview, and stand up,
- I. “this will be the interviewee's cue to leave”.