

English for The Workplace – DRAFT programme

All times given are local/Irish time (GMT+1).

| Monday 12 th | Tuesday 13 th | Wednesday 14 th | Thursday 15 th | Friday 16 th |
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| 13.30 – 15.20 CV Preparation | 13.30 – 15.45 <ul style="list-style-type: none"> • Interview Questions • Interview Formats | 13.30 – 15.20 <ul style="list-style-type: none"> • The World of Work and Job Applications • Jobs and Professionals | 13.30 – 15.45 Introduction to Dublin & Irish Culture | 13.30 – 15.20 Life Skills and Careers |
| Monday 19 th | Tuesday 20 th | Wednesday 21 st | Thursday 22 nd | Friday 23 rd |
| 13.30 – 15.20 Formal Presentations | 13.30 – 15.45 Life Skills and Careers 2 | 13.30 – 15.45 Collaborative Presentations | 13.30 – 15.20 Mini-Presentations: Introduction and Preparation | 13.30 – 15.20 Mini Presentations with Feedback |
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CV Preparation:

Students will prepare a CV using a standard European format template. They will also work on a cover letter to accompany a CV.

Interview Questions and Interview Formats

Participants will be given the opportunity to prepare answers to specific interview questions and will also be required to answer unexpected questions.

Role-Play will allow participants to take the part of the interviewer and to complete a template to allow for feedback.

The World of Work and Job Applications

Different types of job and the characteristics and creative and critical thinking skills required for specific jobs and professions are explored in this session.

Specific tasks are assigned to participants in pairs or groups and participants are then required to give feedback. Good communication skills are key and students in teams are also required to explain a process to another team.

Life Skills and Careers and Life Skills and Careers 2

These sessions follow on from the World of Work session, with tasks assigned to identify key skills and to get students working together towards a specific goal. The focus of the tasks is to develop critical thinking processes. Student need to find a solution to specific problems and to agree on a process and reach a decision.

Formal Presentations

Key characteristics of a good presentation using examples to elicit student response. Students will then be assigned work on a mini presentation which will be presented to the group and evaluated by their fellow students and the teacher according to a specific set of criteria. They will have the opportunity to work on this on a guided basis in the subsequent sessions (Mini-Presentations and Collaborative Presentations).

Mini-Presentations with Feedback

The result of input sessions, guided preparation and assigned project work. These presentations will be assessed according to a specific set of criteria and students will also evaluate their own and their classmates' presentations and give reasons for their answers.

