

PROJECT INFORMATION
Midterm: Interview Role Play

Speaking (20 points)

- **Format and Structure**
 - Role play follows interview format
- **Time:** 6-8 minutes
 - 15 seconds more or less lose ½ point, 30 seconds more or less loses 1 point
- **Well prepared**
 - All members are on time and ready to present with all necessary materials
 - Teacher can see that the group has practiced
 - Not reading a script
- **Introduction**
 - Interviewer signals the start of the interview
 - Both interviewer and interviewee should give some kind of greeting/introduction
- **Expressions and Attitude**
 - Eye contact
 - Appropriate and expressive gestures and facial expressions
 - Confident and positive body language (matches the character)
- **Interaction**
 - Interviewee listens and responds to the interviewer
 - Interviewer directs questions to interviewee and listens politely to responses
- **Speaking**
 - Volume (loud and clear)
 - Clear pronunciation
 - Good pace (talking speed)
 - Proper grammar and vocabulary
 - Fluency (few pauses or “ummm’s”)
- **Appropriate Questions**
 - Do the questions help the interviewee describe his/her skills or personality and tell why he/she is best for the job? Do the questions match the situation and help to move the story forward?
 - Follow up Questions (interviewer must ask at least 3 follow up questions)
 - Interviewee must ask at least one question to the interviewer
- **Appropriate Answers and Use of class material**
 - Complete answers with details, descriptions and examples
 - Use strengths and weaknesses from our personality tests/discussions
 - Discuss skills, experience and other information
- **Closing**
 - Employer signals end of interview
 - Both employer and applicant should give some sort of “thank you”
- **Surprise Questions!**
 - I will have a list of random questions. Each group must choose 2 of these questions before they begin and use them in their role play. They will be general interview questions. Some will be silly or strange.

Participation (5 points)

- These points will be given individually and may be different for each member in the same team.
- Each team member must complete a self assessment of their participation in the group during the preparation and presentation of this project.
- Each team member must also give a score to another team member. You should give an honest score for your other team members. If they had good participation give them a high score. If they were not a good team member, give them a low score.
- I will then compare the scores and use my own observations to determine a final participation score for each team member.

Tips and Reminders

- **Be entertaining**
 - You are an actor, this should be fun to watch!
 - Use language and active gestures and body language that are appropriate
 - Interact with each other in a normal way
 - I may give extra points if your role play is really fun to watch
- **Do not read a script**
 - Practice with your group many times so that you can speak easily and comfortably
 - Try not to memorize lines. Your role play might be a little different each time you practice it or present it. This is speaking practice. Not memorization practice. Don't worry about remembering what will you say. Just have an idea.
- **Use material from the class**
 - Personality tests and discussions (strengths, weaknesses, skills)
 - Resume (objective, education, experience, skills, awards, etc.)
 - Practice Interviews (Group Resume, Speed Interviewing)
- **Be creative**
 - You could choose a funny or silly job or situation. You might also choose to show a really bad applicant with a terrible resume
 - I may give extra points for creativity