

Subject: PRELIMINARY ENGLISH**Course:** English Studies**Task number:** 3 of 4**Marks:** 30**Weighting:** 30%**Time:** Week 8, June 17 and June 18, 2013**Outcomes to be assessed:**

P 1.1 Student has experience with extended and short texts in a range of forms to gain knowledge, understanding and appreciation of how English is used to convey meaning.

P1.2 Student explores the ideas and values of the texts.

P 1.3 Student identifies how language and other techniques are used to convey meaning in extended and short texts in a range of forms.

Topics Achieving Through English, English and the World of Education and Careers**Task:** Resume, Interview and Portfolio

1. You must research a career option, prepare a job portfolio and a resume for a specific job and develop the skills needed to present for a formal interview.
 - Your resume must be typed and job-ready (no more than 2 pages)
 - You must dress appropriately for the mock interview
 - Your portfolio must contain all relevant documents, achievements, awards, etc.
2. You will present for a mock interview with an employer on either June 17 or June 18. Interview times will be posted in advance.

Criteria:

You will be assessed on your ability to:

- Demonstrate the skill of researching and preparing a formal job resume
- Demonstrate the skills in preparing for and presenting at an interview
- Reflect on and self-evaluate the style and manner required to present at a formal job interview
- Understand how ideas and values are communicated in written texts