

# Mock Interview Practice

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(Answers may vary)

## Part I

**Teacher Instructions:** Use the following questions and responses to prepare students to conduct telephone interviews. It is important to use various tones and responses so students will know how to respond as the encounter different situations. A blank template has been included to add additional questions. Cut the following questions apart. Divide them evenly among the students. Let the students take turns interviewing the teacher and recording responses with some of the following questions:

“Who are you again?”

“Why are you calling?”

“We don’t donate to schools.”

**“We don’t work with schools.”**

**“Why do you need this information?”**

**“I don’t have time to talk to you now.”**

“Is your school looking for a place to perform community service?”

“Are the students who will be performing the service in trouble?”

“What are you going to do with this information?”

“How can I contact your school and who do I need to speak to?”

“Is this a prank call?”

“What class are you doing this for?”

“Are you taking this class because you are in trouble?”

“Where can I send you some printed information about our group?”

“What kind of things do you have in mind to help our group?”

“I don’t find teenagers to be very dependable.  
How can I be sure that you will be?”

“What is your school’s mailing address?”

“What time of the day would you want to come?”

“How often would you be able to work with our group?”

“Would we have to provide you transportation?”

“How did you hear about our group?”



“Will this cost me any money?”

“Who will you share this information with?”

“Who will supervise your group?”

“Do you have an email address where I can  
send information?”

## Part II

After the mock interviews, discuss responses and various scenarios one might encounter in a telephone conversation with a potential service learning partner.

Subdivide the students into pairs by having them count off, one, two, one, two. One student will be **Student One**, the other **Student Two**. Distribute one task card to each pair of students. Have them conduct mock interviews to practice their responses. After second round, have the students switch roles. Come back together and discuss responses and reactions.

### **Student One** Task Card Round 1 and 2:

Your task is to call **Student Two**, who works for Helping Hands Domestic Violence Shelter.

You want to find out the following:

Contact name

Mission and purpose of the group

Days and hours of operation

Current needs

### Student Two Task Card Round 1:

#### Interview Round 1

You work for the Helping Hands Domestic Violence Shelter. A student from a local high school is calling for information about your agency. Your response should be generally negative. Some responses you may provide to Student 1's questions are:

Who are you again?

Why are you calling?

We don't donate to schools.

I don't have time to talk to you now.

We don't work with schools.

Is this a prank call?

## Student Two Task Card Round 2:

### Interview Round 2

You work for the Helping Hands Domestic Violence Shelter. A student from a local high school is calling for information you agency. Your response should be generally positive.

Some responses you may provide to **student one's** questions are:

Why do you need this information?

Is your school looking for a place to perform community service?

Are the kids who will be performing service in trouble?

What are you going to do with this information?

How can I contact your school and who do I need to talk to?

What class are you doing this for?

Are you taking this class because you are in trouble?

Where can I send you some printed information about our group?

What kind of things do you have in mind to help our group?