

**Module Title: Domestic/International Internship and Project Work**

**Module Code: B2212**

**Level: BAIHTM – 5<sup>th</sup> Semester...Lesson Plan**

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**For Interview Preparation:**

<b>S. No.</b>	<b>Units</b>	<b>Topics / Activities</b>
1	Introduction to CVs in Hospitality	<ul style="list-style-type: none"><li>• Purpose of a CV</li><li>• Role of CVs in Hospitality Recruitment</li></ul>
2	Understanding Hospitality Job Roles	<ul style="list-style-type: none"><li>• Front Office, F and B, Housekeeping, Culinary Roles</li><li>• Matching CVs to Job Positions</li></ul>
3	CV Structure, Formatting, and Personal Profile	<ul style="list-style-type: none"><li>• Standard CV Sections</li><li>• Layout and Formatting Basics</li><li>• Career Objective</li><li>• Personal Summary for Hospitality Jobs</li></ul>
4	Education, Training and Work Experience	<ul style="list-style-type: none"><li>• Presenting Academic Qualifications</li><li>• Listing Certifications and Training</li><li>• Writing Work Experience</li><li>• Using Action Verbs and Results</li><li>• Technical Skills</li><li>• Soft Skills</li></ul>
5	Customizing CVs for Different Jobs	<ul style="list-style-type: none"><li>• Tailoring CVs for Departments</li><li>• Keywords and Job Matching</li><li>• Errors to Avoid</li><li>• Editing and Proofreading</li></ul>
6	Final CV Review and Submission	<ul style="list-style-type: none"><li>• CV Review and Feedback</li><li>• Preparing CV for Online and Offline Submission</li></ul>
7	Introduction to the Interview Process	<ul style="list-style-type: none"><li>• Purpose of Interviews in Hospitality</li><li>• Interview Stages</li><li>• Recruiter Expectations</li></ul>
8	Types of Interview Questions	<ul style="list-style-type: none"><li>• General Questions</li><li>• Hospitality-Specific Questions</li><li>• Tailoring Responses</li></ul>

9	Behavioral Interview Questions (STAR Method)	<ul style="list-style-type: none"> <li>• STAR technique</li> <li>• Answering Behavior-Based Questions</li> </ul>
10	Situational Questions and Problem Solving	<ul style="list-style-type: none"> <li>• Scenario-Based Questions</li> <li>• Logical and Guest-Focused Answers</li> </ul>
11	Professional Grooming and Body Language	<ul style="list-style-type: none"> <li>• Grooming Standards</li> <li>• Posture, Eye Contact, Tone</li> </ul>
12	Researching the Employer	<ul style="list-style-type: none"> <li>• Company Research</li> <li>• Understanding Job Roles</li> </ul>
13	Department-Specific Interview Preparation	<ul style="list-style-type: none"> <li>• Front Office, F and B, Housekeeping Scenarios</li> </ul>
14	Handling Tricky and Unexpected Questions	<ul style="list-style-type: none"> <li>• Difficult Questions</li> <li>• Staying Calm and Confident</li> </ul>
15	Confidence Building and Stress Management	<ul style="list-style-type: none"> <li>• Nervousness Control</li> <li>• Mental Preparation Techniques</li> </ul>
16	Group and Panel Interviews	<ul style="list-style-type: none"> <li>• Group Discussion Skills</li> <li>• Team Participation</li> </ul>
17	One-on-One Mock Interviews	<ul style="list-style-type: none"> <li>• Behavioral Interviews</li> <li>• Situational Interviews</li> <li>• Feedback</li> </ul>
18	First Day at Work and Workplace Etiquette	<ul style="list-style-type: none"> <li>• First-Day Expectations</li> <li>• Professional Conduct</li> </ul>
19	Cultural Adjustment and Workplace Communication	<ul style="list-style-type: none"> <li>• Cultural Adaptation</li> <li>• Professional Communication</li> </ul>
20	Internship Expectations and Personal Development	<ul style="list-style-type: none"> <li>• Internship Evaluation</li> <li>• Goal Setting</li> <li>• Life and Money Skills</li> </ul>
21	Personal Branding, Resilience and Final Assessment	<ul style="list-style-type: none"> <li>• Personal Branding</li> <li>• Handling Rejection</li> <li>• Final Mock Interview</li> </ul>