

Module Title: Domestic/International Internship and Project Work**Module Code: B2212****Level: BAICA – 5th Semester...Lesson Plan**

For Interview Preparation:

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

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