

Progress Lesson

- Final

Complete two out of the three following tasks. If you have time, you may complete all three. Students can use their own information or their imagination.

Lesson flow

0-10 min: Mark level up written test

10-30 min: Complete 2-3 of the tasks below

30-40 min: Provide assessment and feedback for the student

Task 1

Your partner is interviewing you for a job and asking about your work experience. Give a short presentation and be prepared to answer questions about:

1. Part-time work you did in university or high school
2. Internships that you have done
3. Overseas work experience
4. Training programmes that you have delivered or taken part in
5. The skills that you have developed

Task 2

You are speaking at a trade fair to introduce a product. It could be a product that your company makes or one that you know well. Give a short presentation using the following devices:

1. Grab the audience's attention with your introduction
2. Give a surprising fact or figure
3. Tell an anecdote to illustrate
4. Emphasise the key features
5. Call for action

Task 3

Your company has provided products to your partner's company, but has yet to receive payment because they were unhappy with the quality. Call your partner to find out more about the problem and resolve the issue. You should try to:

1. Make contact
2. Establish what the problem was
3. Agree on a resolution
4. Negotiate payment
5. End the conversation positively