

Progress Lesson

- Final

Complete two out of the three following tasks. If you have time, you may complete all three.

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

You are at a conference and meeting your partner for the first time. Introduce yourselves, then ask and answer questions about the following topics:

1. Job title and department
2. Office location
3. Working hours
4. Daily duties
5. Weekend activities and hobbies

Task 2

You will be travelling overseas next month, so are making a phone call to the hotel to make a reservation. Role-play the call and confirm the following points:

1. Your name and arrival time
2. What kind of room and for how many nights
3. What facilities the hotel has
4. The daily rate
5. How you will pay

Task 3

You and your partner need to arrange a meeting. Work together to agree the following points:

1. The date
2. The time
3. Where to meet
4. What to discuss
5. Who to invite