

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 have been asked to attend a professional conference. While you are there you will give a short presentation about your company/college. The presentation is for people who are thinking of joining the company/attending the college. Prepare to:

1. Greet the group and introduce yourself.
2. Explain the activities of the company/college.
3. Explain the benefits of joining the company/attending the college.
4. Invite the audience to visit the company/college and explain what visitors see when they tour the company/college.
5. Be prepared to answer the examiner's questions.

Task 2

You are the representative of a clothing supplier, in negotiations with a new distributor. Prepare for a meeting with them where you will negotiate on:

1. Price per unit of new t-shirts
2. Size of order
3. Discount
4. Delivery Date
5. Payment timing and method

Task 3

Call the office of your partner to arrange a time and date for a meeting. You may have to work together to find a schedule that fits both of you. You should agree:

1. The purpose of the meeting
2. The attendees
3. The day and date
4. The time
5. The location