

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 imaginations.

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 met your partner previously at a conference 3 or 4 years ago. Now you are meeting again at another conference. Take this chance to catch up and exchange news. You should try to cover:

1. When and where you last met
2. What you have been doing since then
3. What projects you are currently working on
4. The current situation in your company
5. Plans for the conference

Task 2

You work for a headhunting company, and have been tasked with hiring your partner for a new position that is opening. Call them on the phone, and try to persuade them to set up a meeting to discuss the offer. You should mention:

1. The job title and responsibilities
2. The compensation and other perks
3. What the company has planned for the coming year
4. What advantages the position offers
5. A time and place that you can meet to talk further

Task 3

You usually work at the weekend, but you'd like to organise a shift swap with your partner because of an upcoming social event. Your partner is reluctant to take your weekend shift, so negotiate with them and try to persuade them to do so.

1. Open the conversation
2. Give your reasons for wanting the shift swap
3. Bargain with your partner and offer concessions
4. Close the deal