

Task One - job interview

- Imagine you are looking for more work
- You apply to a large online language school
- Pay rates are 25 – 150 euros per hour
- You are asked to come to an interview

Phase One - preparation

Prepare for the interview. Spend 5 minutes thinking about your three most useful attributes as a teacher which you could use to promote yourself.

Phase Two – role-play

1. Teacher, Language School, Observer
2. Opening question from language school: Why should we employ you? What do you have to offer?
3. Take turns swapping roles. 3-4 minutes per interview.

Task two – small talk text (getting to know you)

Read the text.

1. **Get a feel for what is happening.**
2. **Identify examples of *self-promotion* language.**

A So you have been working in Italy?

B I live in Italy but I work in various places. In Italy. Outside Italy. This weekend I was in Switzerland.

A Oh. [pause] Friends in Hong Kong. They mentioned you. You have never been to Hong Kong right?

B Erm yes I have been a few times. Yes. Yea.

A How about Beijing?

B I've been to Beijing two or three times ye I've been to trade fairs in Beijing.

A Uh-huh

B I think [name of trade fair] was in Beijing a couple of years ago.

A Oh really.

B Yea. And I've been up to up to Jilin province. Jilin province? You know Jilin province?

A In the North East of China.

B That's right. Yes. In erm a place called Changchun.

A Changchun. I know the city. I know Changchun city. It's very cold.

B It was freezing when I went yes. (laughs)

A In the winter right?

B Yes I was there in the winter. And in the summer. And yes I've been to Shanghai a couple of

times. Yes I like China. [pause] But, erm, are you are you in Beijing? Or in Canada? Or do you move between the two? Or ...?

A Er actually I was born in Beijing.

B Ok.

A And then I moved to Canada. Er twenty years ago.

B Ok.

A And er now my home is in Vancouver.

B Oh right.

A The Western part of Canada.

B Yes, yes.

<http://englishfortheworkplace.blogspot.de/2010/08/small-talk-or-business-talk.html>

Task three – leadership text

Read the text.

1. **What impression do you get of the speaker?**
2. **Does she come across as competent and in control?**

Context: A kick-off meeting. The speaker is the project manager. She knows all the members of the team, but they do not know each other.

This is going to be a bit more thorough to what we normally do in an ESM erm new new new requirements that we have to meet and then we will go into the reviewing of the drafts and at the very end I will just give everyone a bit of an update of what is happening with [name of company] just in the middle of restructuring now and no-one has really heard anything so far. So if that's ok with you. And if anyone wanted to raise any issues as well we could leave it to the end erm as well. So erm is everyone ok with that? Shall we start with everyone telling a bit about themselves and erm how long they've been with [name of company] and what they've been working on so we get a good idea. Sandra would you like to start?