

# Finding out

## Fluency

Work with a partner. Phone each other in order to find out some information to help you

- 1 do business in a foreign city
- or 2 give a presentation
- or 3 attend a job interview

Talk to your partner before you begin and decide on the subject of your phone calls. Think of the language you will need.

Begin your phone call in this way:

*Hi, \_\_\_\_\_ (your partner's name). It's \_\_\_\_\_ (your name) here. How are things? ... And how's business?*

Then use the notes below to help you ask your questions. Ask other questions if you like.

Remember to show interest in what your partner tells you.

*Really?*

*I see.*

*Right.*

*Uhuh.*

*Good.*

*Great.*

*Ob, that's interesting.*

Finish your call like this:

*Anyway, look, I must let you go. Thanks a lot for your help. Speak to you soon. Bye now.*

## 1 A business trip



Listen, I'm going to \_\_\_\_\_ (city?) on business in a couple of weeks. I know you did some business there a while ago and I just wanted to ask you how it went.

- 1 Which airline / fly with?
- 2 business class?
- 3 Where / stay?
- 4 What / food like?
- 5 What / people like?
- 6 easy to work with?
- 7 meetings go OK?
- 8 language problems?
- 9 chance/see much/city?
- 10 What / do / evenings?
- 11 invite / their home?
- 12 take a present?

Listen, I'm giving a presentation at \_\_\_\_\_ (a meeting? a conference?) in a couple of weeks. I know you had to give a presentation a while ago and I just wanted to ask you how it went.

- 1 Do / talk / your own?
- 2 How long / take / prepare?
- 3 How big / audience?
- 4 How long / speak for?
- 5 nervous?
- 6 use PowerPoint?
- 7 How many / visuals?
- 8 tell jokes?
- 9 give / handouts?
- 10 take questions / the end?
- 11 any difficult ones?
- 12 How / deal with them?

## 2 A presentation



## 3 A job interview



Listen, I'm going for an interview at \_\_\_\_\_ (company?) in a couple of weeks. I know you had an interview with them a while ago and I just wanted to ask you how it went.

- 1 How long / interview / last?
- 2 How many interviewers?
- 3 How friendly?
- 4 say what / looking for?
- 5 refer / your CV?
- 6 How interested / qualifications?
- 7 trickiest question?
- 8 ask / personal questions?
- 9 Have / do / a test?
- 10 ask them / questions?
- 11 What / salary / like?
- 12 offer you / job?