

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.

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

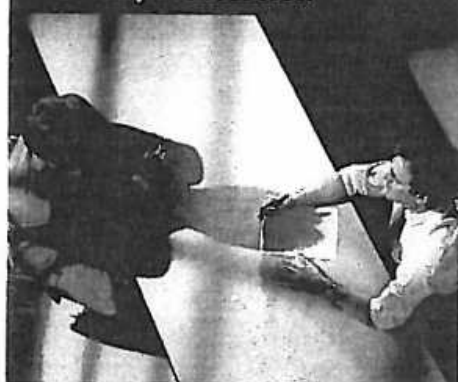
Listen, I'm giving a presentation at _____ (a meeting? a conference?) in a couple of weeks. I know you had to give a presentation a while ago and I just wanted to ask you how it went.

- | | |
|------------------------------|------------------------------|
| 1 Do / talk / your own? | 7 How many / visuals? |
| 2 How long / take / prepare? | 8 tell jokes? |
| 3 How big / audience? | 9 give / handouts? |
| 4 How long / speak for? | 10 take questions / the end? |
| 5 nervous? | 11 any difficult ones? |
| 6 use PowerPoint? | 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? | 7 trickiest question? |
| 2 How many interviewers? | 8 ask / personal questions? |
| 3 How friendly? | 9 Have / do / a test? |
| 4 say what / looking for? | 10 ask them / questions? |
| 5 refer / your CV? | 11 What / salary / like? |
| 6 How interested / qualifications? | 12 offer you / job? |