

Additional material

1.2 Vocabulary: Education and career

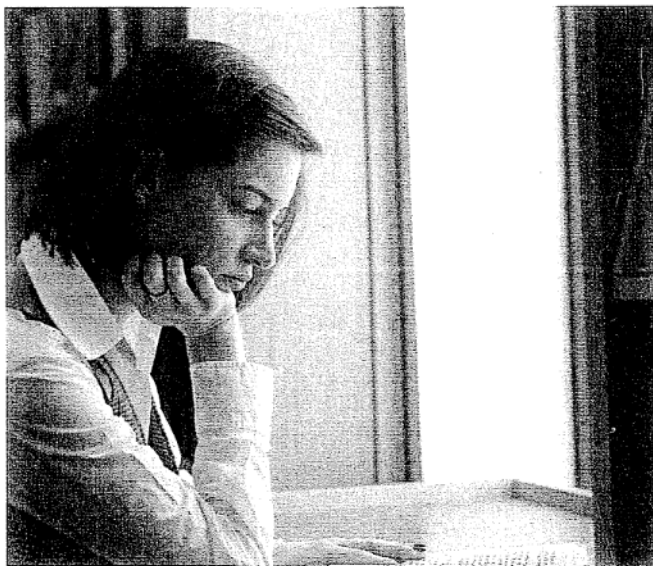
Discussion (page 12, Exercise 7)

Student A

Read Jacky's description of her education and early working life. Some of the information is missing. Ask Student B questions and exchange information to complete the description.

I wasn't a very motivated student when I was younger, so I (1) _____ my exams in 1999 and had to retake them the following summer. I'd already decided I wanted to (2) _____ then go to business school, so this time I (3) _____ and (4) _____ thoroughly: I passed easily. I spent a year abroad as an assistant in a secondary school and then went to business school - I'd already (5) _____ and successfully (6) _____ before resitting my exams.

In my second year as (7) _____, I spent a semester as an intern at Hewlett Packard, which was very rewarding. In fact, I went straight into a job at HP after I graduated the following June. They encouraged me to do a (8) _____ by correspondence. I just have to finish writing my dissertation. I need a break now, but I may take a sabbatical to study for an MBA in a few years' time.



2.4 Speaking: Telephoning

Roleplay (page 29, Exercise 7)

Student A

Call 3

Your assistant has been on the phone with friends most of the morning. You have a lot to prepare for an important meeting tomorrow. Call your assistant to ask her/him to prepare a PowerPoint presentation for you. Your partner will start.

Call 4

You receive a call from your computer hardware supplier, who has recently sold you a large new computer system which isn't working very well. You are extremely busy preparing a business trip to Chicago next Tuesday, and you are not in a very good mood. You start by answering your phone.

Call 5

You work in Marketing in a large, very profitable manufacturing company. Your PC is three years old and very slow. Call your friend in the IT department to see if you can upgrade to a new machine. Your partner will start.

Call 6

You work in the HR department of an American factory. You have to be careful to respect legislation on employee rights and confidential personal information. You receive a call from the production supervisor. You start by answering your phone.