

BULATS Speaking about your job

Student A (Examiner)

Part One

After asking some general questions about your partner's name and home, ask some of these questions about work:

- Are you working or are you a student?
- What exactly do you do in your job?
- Do you like your job? Why do you say that?
- What's the most difficult/ most enjoyable part of your job?
- How long have you had that job? What did you do before?
- Would you like to have your boss's job? Why/ Why not?
- What job would you like to have in the future?
- Would you like to set up your own business in the future? Why do you say that?

Part Two

Tell your partner "Choose one of the two topics on this worksheet to talk about for one minute. You have one minute to prepare what you are going to say. You can make notes to help you if you like" and hand them the Student B Worksheet to prepare.

Explain one aspect of your job in detail. You should say:

- What you have to do
- Who you have to work with to do it
- How you can judge whether you are doing it well or not

And say whether you enjoy that part of your job or not, and why

Make a one-minute presentation about a job that you may want to do in the future.

Points to include in your answer:

- Why you are interested in that job
- What people in that job have to do
- What experience and qualifications you would probably need to get such a job

And say what kind of person would be particularly suited to that job and why

Stop your partner after one minute and ask one or two questions about what they said during their presentation, e.g. "You said... Do you think...?" or "Why do you think that...?"

Part Three

Tell your partner "Now we are going to have a conversation together. You are visiting a job fair and I am working on one of the employer's booths. Ask me questions about working for my company, including the questions on this sheet. Start whenever you are ready." Let them lead the discussion, but you can make up further answers if you need to.

Suggested answers

Main duties: Greeting visitors to the company, answering the phone and data entry

Benefits: Subsidised company cafeteria, free use of gym, shuttle bus from station

Requirements: Experience of customer service, good phone manner, basic computer skills

Then discuss with your partner "What is the most important thing when choosing which company to work for?" You can also give your opinion, but make sure that your partner does most of the speaking. Ask further questions on this topic if you need to.



Student B (Candidate)

Part Two

Choose one of the two tasks below and prepare what you are going to say for one minute. You can make notes to help you if you like.

Explain one aspect of your job in detail. You should say:

- What you have to do
- Who you have to work with to do it
- How you can judge whether you are doing it well or not

And say whether you enjoy that part of your job or not, and why

Make a one-minute presentation about a job that you may want to do in the future.

Points to include in your answer:

- Why you are interested in that job
- What people in that job have to do
- What experience and qualifications you would probably need to get such a job

And say what kind of person would be particularly suited to that job and why

Part Three

You are at a job fair and asking the companies there about working for them. The examiner works for the HR department of a large telecommunications company. Ask them about being a receptionist in their company.

Things to ask about:

- Duties
- Benefits of the job
- Requirements to be able to get that jobs

Then discuss this question together:

What is the most important thing when choosing which company to work for?