

Section 3

HOLLY: Hello Dr Green – I'm here to talk to you about (1)

TUTOR: Oh yes, it's Holly, isn't it?

HOLLY: Yes.

TUTOR: So, which work placement have you chosen?

HOLLY: I decided to go for the Orion Stadium placement. The event I'll be managing is one where I'm helping to (2) for primary school children.

TUTOR: Yup. That's always (3) – even though it can be tougher than you think working with children.

HOLLY: I know, but it's the fresh air that attracts me – (4) doesn't have the same appeal, even though it might be fun.

TUTOR: OK, so obviously safety's going to be (5) for this event.

HOLLY: Yes, I've already thought about that. I'll need to make sure (6)

TUTOR: Ah well, you'll be working with schools, so the equipment will be their responsibility. However, the grounds and what goes on there will be yours.

HOLLY: Oh I see – that'll include (7) once they're in their kit and on the field?

TUTOR: Exactly – you'll need (8) like changing rooms as well for anything someone can trip over, but your (9) will be not to lose anyone!

HOLLY: Right. I'll need staff to help with that.

TUTOR: And don't forget about the spectators.

- HOLLY: Mmm. I was thinking that many of them will be parents, who could help (10)
- TUTOR: I wouldn't rely on that. They'll be more (11) their children than volunteering.
- HOLLY: I'll need to make sure they don't (12) doing that!
- TUTOR: And that's not always easy, especially when a proud parent's trying to (13) their child and you want them to move elsewhere.
- HOLLY: OK. What about the scheduling?
- TUTOR: With sporting events there are all sorts of things that can (14) – like rain, for instance – though so far, we've always been lucky with that.
- HOLLY: Yeah, and I was thinking about what to do if someone got hurt as well. I know that last year that (15)
- TUTOR: You have to be prepared for such things.
- HOLLY: Oh. What if a match ends in a draw – do you let the teams (16)?
- TUTOR: Oh. What if a match (17) – do you let the teams keep going until someone wins?
- HOLLY: Right.
- TUTOR: Now, the aim of your work placement is to give you the opportunity to (18) that an events manager needs. So, let's talk about those a bit.
- HOLLY: Well, I think my (19) are pretty good. I can talk on the phone to people and book venues and that kind of thing.
- TUTOR: Good – just remember it isn't only about what you say. If you (20) and want to (21), for example ...

HOLLY: Oh, I'll dress up for that! Sure.

TUTOR: Good. Let's go on to think about your (22) You're working in a very people-based industry and that means things won't always go to plan.

HOLLY: I guess it's being prepared to (23)

TUTOR: That's right. You may have to (24)to a timetable because of a problem you hadn't anticipated ...

HOLLY: ... just do it! OK.

TUTOR: How's your (25) these days?

HOLLY: I'm working on it – I'm certainly better when I have a deadline, which is why this work suits me.

TUTOR: Yes, but it's how you respond as that deadline approaches!

HOLLY: I know I've got to look calm even if (26)

TUTOR: Just think to yourself – no one must know (27)

HOLLY: Yeah – even though I'm multi-tasking like crazy!

TUTOR: Another skill that events managers need is (28) Often your client has what we call the 'big picture' idea, but (29) to think of all the fine points that go to making it work.

HOLLY: Right, so I need to listen carefully to that idea and then (30)

TUTOR: That's right. And you'll have a team working under you, so another key skill is (31) Your team may have lots of ideas too, but you've got to (32) Do we have refreshments inside or out, for example?

HOLLY: Isn't it better to be (33)

TUTOR: It's a nice idea, but you have (34) So, believe in what you think best. Be prepared to say 'yes', that's a good idea but it won't work here.

HOLLY: I see what you mean. What about the networking side of things? I know it's an area that a lot of students worry about because we don't have much (35)

TUTOR: But even without it – you can still be (36) with useful ideas. And the more people you impress, the better.

HOLLY: I guess that will help me when I (37)

TUTOR: Exactly – think ahead – remember what your (38)are and keep them in mind.

HOLLY: Definitely.