B In pairs, roleplay Scenario 1 using expressions from Exercises 7 and 8 to check, clarify and confirm information. Student A, take the role of the client. Student B, take the role of the TGC staff member and complete the Candidate Profile Form. Exchange roles and roleplay Scenario 2.

C When you have finished, discuss how easy or difficult it was to check, clarify and confirm information in English. Share your experience with the class.



LIVEWORKSHEETS

Group A

Scenario 1: Eco-clean

Eco-clean is a well-established company in Cardiff in the UK. It produces eco-friendly cleaning products.

You have asked TGC to hire an Accountant for a year. You would prefer someone with experience of small and medium-sized companies and some basic knowledge of the Welsh language.

The contract is for 12 months from 10 November. No travel is required. Benefits are free tea/coffee and lunch vouchers.

You only have time to interview 3–5 candidates and are available in the week beginning 19 October. You are worried about interviewing candidates for this role because you have very little knowledge of accountancy. Explain what you need to the person from TGC (Student B).

Scenario 2: Bike-co

Candidate Profile Form	TGC THE GALLAGHER CONSULTANCY	
Contract type	[1] *replacement / maternity / new post / temp*	(circle)
Company name	Bike-co	
Job title	Marketing Consultant	
Location	[2] _____	
Contract length	[3] 10 months ????	(check)
Main responsibility	[4] _____	
Experience	[5] _____	
Language(s) spoken	[6] _____	
	and _____	
Language level	[7] *basic knowledge / working knowledge / fluent*	(circle)
Package offered	[8] _____ / _____	
Business travel	[9] *Yes / No / Negotiate with candidate*	(circle)
Number of candidates for interview	[10] _____	

LIVEWORKSHEETS

Group B

Scenario 1: Eco-clean

Candidate Profile Form	TGC THE GALLAGHER CONSULTANCY	
Contract type	[1] *replacement / maternity / new post / temp*	(circle)
Company name	Eco-clean	
Job title	Accountant	
Main responsibility	[2] _____	
Location	[3] _____	
Contract length	[4] _____	
Experience	[5] _____	
Language(s) spoken	English and [6] _____	
Language level	[7] *basic knowledge / working knowledge / fluent*	(circle)
Package offered	[8] _____ / _____	
Business travel	[9] *Yes / No / Negotiate with candidate*	(circle)
Number of candidates for interview	[10] _____	

Scenario 2: Bike-co

Bike-co, which is based in Dublin, organises cycling tours around Ireland.

You want to hire a Marketing Consultant to develop the business internationally and have hired TGC for their recruitment services. You want to do more business in Europe, so candidates must be willing to travel abroad at least once a month. They must be able to speak and write French or Spanish to a high level. Knowledge of html is also necessary.

This is an 18-month contract to begin with and you would prefer a recent graduate. The company is young and dynamic and you are looking for someone with a similar personality who loves cycling.

Interviews will take place 14–16 September in Dublin. You can interview up to 5 candidates. Benefits include lunch vouchers, cheaper Bike-co tours and a free travel card. Explain what you need to the person from TGC (Student A).

LIVEWORKSHEETS