

## 6G Guided conversation - I can exchange information about jobs

STEP 1. Why do people go abroad for work? Think of at least 3 reasons:

- 1)
- 2)
- 3)

STEP 2. Compare and contrast the photos of people working abroad. What are the people doing?



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STEP 3. Read the **SPEAKING STRATEGY** and the task. The listen to a student doing the task. Which phrases from the **SPEAKING STRATEGY** does she use?

You have moved to the UK and are looking for work. You have seen a job advert for hotel staff. Discuss the job with the hotel manager. Cover these four points:

- responsibilities
- personal qualities required
- hours of work and salary
- if accommodation is included

### Speaking Strategy

Make sure that you refer to all of the points in the task. You may need to move the conversation on in order to cover all of the topics. Use phrases like:

*Moving on to the question of ...*

*Another thing I wanted to ask / know is ...*

*Something else I'd like to talk about is ...*

*Could I ask you about ... ?*

*Speaking of X, ... (if X has been mentioned)*

*That reminds me, ... (if there is a link with something you want to say or ask)*


**STEP 4. Listen again. Complete the questions that the student asked with the phrases below.**

**Indirect questions** Could you tell me ... ?  
I was wondering ... I'd like to know ... May I ask ... ?  
I'd be interested to know ... I'd like to know ...

- 1 ... if I could discuss it with you.
- 2 ... what the job involves.
- 3 ... what I would be doing in the restaurant?
- 4 ... when I would start and finish work exactly.
- 5 ... what the salary is?
- 6 ... if accommodation is included.

**STEP 5. Read LEARN THIS! Section**

**LEARN THIS!** Indirect questions

-  **a** We often use indirect questions to sound more polite in formal situations. They begin with phrases like the ones in exercise 4.  
*Could you tell me what the time is?*
- b** We use *if* or *whether* to turn a *yes / no* question into an indirect question.  
*Is accommodation included?*  
*I'd like to know if accommodation is included.*
- c** In an indirect question, the word order and verb form are the same as in a direct statement.  
*Is the job well paid?* → *Could you tell me if the job is well paid?*

**STEP 6. Why does the student choose to use indirect questions in STEP 4?**

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**STEP 7.**

Read the task below and think of at least six direct questions that you could ask the café manager. Make sure you cover all four points in the task.

*What does the job involve?*

You have moved to the UK and are looking for work. You have seen a job advert for waiters and kitchen staff in a café. Discuss the jobs with the manager of the café. Cover these four points:

- responsibilities
- experience required
- your personal qualities
- hours of work and salary

**Your 6 direct questions (tiešie jautājumi):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**STEP 8. Rewrite your 6 direct questions from STEP 7 as indirect questions (netiešie jautājumi). Use STEP 4 to help you.**

*Example:*

*What does the job involve? – Could you tell me what the job involves?/I'd like to know what the job involves?*

***(direct question)***

***(indirect question)***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_