

STUDENT A:

Imagine that you need to find a job. Canon company has a good vacancy for a Project Manager and you are really interested in this vacancy. Call the company and ask questions about it.

Grammar to use:

Do ...? Does……? Is……? Are……? Is there a(an)...? / Are there (any)...? What...? Where...? When...? Who...? How many....? How much....? How often...?

Introduce yourself and say why you are calling:

*Hello, I'm ...(**your first name and last name**). I'm calling about a vacancy of a Project Manager in your company. I would like to ask you some questions about it.*

Questions about the company:

- A national or an international company?
- Where /based in?
- Where /a Head office?
- Where / operate?
- Make / products?
- What products / make?
- Provide /services?
- What / specialize in?
- / sell abroad?
- Where / export to?
- How many /subsidiaries?
- How many /factories?
- What / annual sales?
- What / offer to customers?
- / develop new technologies?
- How many people / employ?
- What benefits / employees have?
- Who /competitors?

LIVEWORKSHEETS

Questions about the office and work conditions:

- / work from home or in the office?
- / open-space offices
- When / work start?
- When / work finish?
- / work shifts?
- When / days off?
- How often / take a vacation?
- / a paid vacation?
- / business trips?
- / a car park for staff?
- / a canteen?
- / a company car?
- / a company phone?
- / a gym membership?
- / a medical insurance?
- / a maternity leave?
- / a paid sick leave?
- / an annual bonus?
- / opportunities for promotion?
- /meeting and conference rooms?
- /training courses for new staff?
- How many / departments?
- What / my responsibilities?
- Who / I report to?
- How often / I report to?
- How much / my salary?

LIVEWORKSHEETS



STUDENT B:

You are an HR Manager in Canon company. A candidate for a vacancy is calling you now. Answer his / her questions about the company.

Grammar to use:

It is a/an…; Pr. Simple –s / -es endings; to be forms; There is a/an…; There are (some)….

YOU start a conversation with:

*Hello, Canon company, Mr. / Mrs. (**your last name**) speaking. How can I help you?*

Use these ideas to help you to answer the questions:

Questions about the company:

A national or an international company? **International.**
Where /based in? **Japan**
Where /a Head office? **Tokyo**
Where / operate? **In the USA; Canada; Asia; Eastern Europe**
Make / products? **Yes;**
What products / make? **cameras; copying machines; ; scanners, printers; medical equipment**
Provide /services? **No**
What / specialize in? **in optical and industrial products**
/ sell abroad? **Yes ; worldwide**
Where / export to? **These days to Asia and Europe**
How many /subsidiaries? **5**
How many /factories? **20**
What / annual sales? **Around 31 billion dollars a year**
What / offer to customers? **High quality digital products**
/ develop new technologies? **Yes; all the time**
How many people / employ? **About 50, ooo**
What benefits / employees have? **A medical insurance; an annual bonus; a paid vacation**
Who /competitors? **Epson, Packard**

LIVEWORKSHEETS

Questions about the office and work conditions:

/ work from home or in the office? **Usually in the office**
/ open-space offices **yes**
When / work start? **At 8:00 a.m.**
When / work finish? **At 5:00 p.m.**
/ work shifts? **Yes, sometimes; a day and a night shift**
When / days off? **Saturday and Sunday**
How often / take a vacation? **Once a year**
/ a paid vacation? **Yes**
/ business trips? **Yes; not often**
/ a car park for staff? **Yes**
/ a canteen? **Yes**
/ a company car? **No**
/ a company phone? **Yes**
/ a gym membership? **Yes**
/ a medical insurance? **Yes**
/ a maternity leave? **Yes ; 6 months**
/ a paid sick leave? **Yes ; only 3 times a year**
/ an annual bonus? **Yes**
/ opportunities for promotion? **Yes, every year after an annual evaluation**
/meeting and conference rooms? **Yes; on every floor**
/training courses for new staff? **Yes; in Creative Marketing; Language courses; Sales**
How many / departments? **About 15**
What / my responsibilities? **As a Project Manager: responsible for planning and performing different projects; monitoring contractors; checking cites and deliveries;**
Who / I report to? **A senior Manager**
How often / I report to? **weekly**
How much / my salary? **Around 70, 000 dollars a year without taxes**

LIVEWORKSHEETS

Now, write about Canon company and your work there:

LIVEWORKSHEETS