



Speaking

Guided conversation

I can exchange information about jobs.



I. Listen to a teenage boy enquiring about a job. Complete the information

Job: A or B? _____

Responsibilities:

1 _____

2 _____

Salary: _____

Hours: _____

Accommodation included? _____

II. Complete the Speaking Strategy with the words below.

Tick the phrases that the interviewee uses.

ask question reminds something speaking thing

Speaking Strategy

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

Moving on to the ¹ _____ of ... ☐

Another ² _____ I wanted to ask / know is ... ☐

³ _____ else I'd like to talk about is ... ☐

Could I possibly ⁴ _____ you about ... ? ☐

⁵ _____ of X (if X has been mentioned) ☐

That ⁶ _____ me, ... (if there is a link with something you want to say or ask) ☐

III. Match 1-5 with a-e to make the start of indirect questions

1 Could you ☐

2 I'd be ☐

3 I'd like ☐

4 May ☐

5 I was ☐

a I ask ...

b tell me ...

c interested to know ...

d wondering ...

e to know ...

IV. Read the task. Make up 6 indirect questions about the information below.

You have applied for a part-time holiday job as a sales assistant in a supermarket. You are going for an interview with the store manager. Prepare questions for the interview about these four points:

- responsibilities
- personal qualities and experience required
- hours of work and salary
- travel expenses.

1 Responsibilities

2 Personal qualities

3 Experience required

4 Hours of work

5 Salary

6 Travel expenses
