

Further Sample interactions (Business Studies)



INFORMATION FOR CANDIDATES

Task 4 (Informal)

Situation









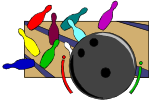






You are on work experience for a week in a French company. It is Friday evening and you are nearing the end of your stay in France. You discuss your week and work and plans for the weekend with your host family.

Task

Using the sheet to help you, answer the questions you are asked. You do not have to mention everything on the sheet and you may add other details if you wish.

Task 4

Diary of work experience/visit

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Work experience starts | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Plans for the weekend?



INFORMATION FOR TEACHERS

Task 4

Situation (Informal)

It is Friday and the candidate has been working a week in a company in France. You are the host family member. You ask what the candidate has been doing at work during the week and what he/she has planned for the weekend. You also ask when and how he/she will be leaving.

You ask the student questions such as

- Where the company is and what sort of company it is
- The tasks he/she has been doing during the week
- The colleagues he/she has worked with
- The facilities of the company (canteen, sporting facilities etc)
- His/her plans for the weekend and journey home

You will begin the conversation. You should ensure that the student has the opportunity to use **tenses other than the present**, to offer **an opinion** and to ask **at least one question**.

The list below is to help you. It is not intended to be prescriptive or exhaustive. Interaction is expected (not just a succession of questions and answers) and it is hoped that candidates will 'take the lead' after your introduction. Ask any other questions of your own to enable the conversation to flow as naturally as possible. Remember that questions that require yes or no answers should be followed up with a why / where / how question to give the candidate the opportunity to provide more detail. 'H' indicates questions that are generally more suitable for those seeking grades C-A*.

Où est le bureau? C'est loin d'ici?

C'est quelle sorte de compagnie?

Combien de personnes travaillent dans la compagnie?

Comment sont tes collègues de bureau?

Il y a un restaurant dans la compagnie? Qu'est-ce qu'on peut y acheter?

Tu as mangé dans le restaurant? Qu'est-ce que tu as mangé/bu?

Qu'est-ce que tu as fait aujourd'hui?

C'était comment le travail au/à la? (H)

Quel travail as-tu préféré? Pourquoi? (H)

Quel temps a-t-il fait?

Tu es sorti(e) avec les autres employés? Où es-tu allé(e)?

Tu voudrais travailler en France plus tard? Pourquoi? (H)

Quels sont tes projets pour l'avenir?

Qu'est-ce que tu voudrais être?

Qu'est-ce que tu aimerais faire après tes examens? (H)

Est-ce que tu sors le week-end? Qu'est-ce que tu vas faire?

À quelle heure est-ce que tu vas partir dimanche? Comment vas-tu voyager?

INFORMATION FOR CANDIDATES

Task 5 (Formal)

Situation

You have seen an advertisement and decided to apply for a summer job in a French company. You telephone the company to enquire about the opportunities available. Your teacher plays the manager of the company and will ask you questions about yourself.

Task

Using the sheet to help you, answer the questions you are asked. You do not have to mention everything on the sheet and you may add other details if you wish.

Task 5

FRENCH COMPANY SEEKS SUMMER EMPLOYEES FOR 6 WEEKS MINIMUM

Opportunities for the following staff:

- Office workers
- Catering staff
- Maintenance staff

Flexible working hours
Free accommodation
Basic French and good English required.



INFORMATION FOR TEACHERS

Task 5

Situation (Formal)

The candidate is applying for a job in your company and is making enquiries about it. You play the manager of the company.

You ask the student questions such as

- Name, age, address, telephone number, education, hobbies, languages spoken
- Qualifications and work experience
- Give details about the job opportunities and salary
- Mention activities which the candidate can do in the area on his/her days off, at weekends and in the evenings.

You will begin the conversation. You should ensure that the student has the opportunity to use **tenses other than the present**, to offer an **opinion** and to ask **at least one question**.

The list below is to help you. It is not intended to be prescriptive or exhaustive. Interaction is expected (not just a succession of questions and answers) and it is hoped that candidates will 'take the lead' after your introduction. Ask any other questions of your own to enable the conversation to flow as naturally as possible. Remember that questions that require yes or no answers should be followed up with a why / where / how question to give the candidate the opportunity to provide more detail. 'H' indicates questions that are generally more suitable for those seeking grades C-A*.

Bonjour mademoiselle/monsieur.

Comment vous appelez-vous?

Quelle est votre adresse? Quel est votre numéro de téléphone?

Quel âge avez-vous?

Qu'est-ce que vous étudiez au collège?

Vous parlez d'autres langues?

Pourquoi voulez-vous travailler ici? (H)

Quelle sorte de travail vous intéresse?

Où préférez-vous travailler?

Avez-vous de l'expérience? (H)

Vous avez fait un stage?

Qu'est-ce que vous avez fait? (H)

Qu'est-ce que vous aimez faire?

Avez-vous des questions?

Possible answers

Les heures de travail sont de 9h à 17 h de lundi à vendredi.

Nous avons une cantine. Les repas ne sont pas chers.

Le salaire est _____ Euros par semaine. Le logement est gratuit.

INFORMATION FOR CANDIDATES

Task 6 (Informal)

Situation

You are working in a company in England. Your line manager asks you to entertain a French colleague of your age while he/she is over for the coming week. Your teacher will play the part of the French colleague.

Task

Using the newspaper advertisements to help you, fix up some activities to do over the weekend. You do not have to mention everything on the sheet and you may add other details if you wish.


Task 6

Smallbridge this weekend


**FOOTBALL
MATCH
SMALLBRIDGE
V
LONGHILL
12.00
SMALLBRIDGE STADIUM
TICKETS £5**

Today

SMALLBRIDGE



**BEST BEACH
IN THE AREA!**

DISCO TONIGHT

Smallbridge Football Club



8.00-midnight

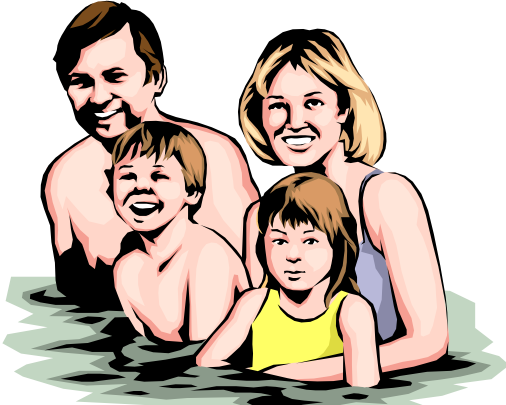
*Tickets: £5
Free hot dog or hamburger and
coke or lemonade*

Smallbridge Sports centre

Indoor pool

Open: Every day
9.00 - 20.00

Adults: **£3**
Children under 14: **£2**



**Fashion Show
Tonight**



19.00 – 21.30
Entrance free

INFORMATION FOR TEACHERS

Task 6

Situation (Informal)

You are a French guest on a business trip to England. The candidate will play the part of the host. You are visiting his/her home town of Smallbridge. You ask questions about the town and for his/her opinions about the town and the facilities. The candidate uses the stimulus sheet to respond to the questions. The aim is to discuss what to do over the weekend by using the adverts from the local newspaper.

You will begin the conversation. You should ensure that the student has the opportunity to use **tenses other than the present**, to offer **an opinion** and to ask **at least one question**.

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Est-ce que tu veux sortir aujourd'hui?

Aimes-tu le football?

Quelle est ton équipe préférée?

Quel est le dernier match que tu as vu? C'était comment? (H)

Qu'est-ce que tu aimes faire pendant tes heures libres?

Tu voudrais aller au match de foot?

Quelle est ton équipe préférée? Pourquoi? (H)

Ça commence à quelle heure? C'est combien, l'entrée?

Où est le stade?

Tu vas souvent à la piscine?

Aimes-tu nager?

Elle est comment, la piscine à Smallbridge?

La piscine ouvre/ferme à quelle heure?

C'est combien, l'entrée?

Qu'est-ce qu'on peut faire à la plage?

Est-ce que tu as déjà fait de la planche à voile? (H)

Elle est comment la plage à Smallbridge?

Tu aimes la mode?

Tu voudrais aller à la présentation de collections?

C'est quand/où/combien?

Tu voudrais aller à la disco?

Aimes-tu danser?

Quelle sorte de musique préfères-tu? Pourquoi? (H)

INFORMATION FOR CANDIDATES

Task 7 (Formal)

Situation

You are on work experience and are asked to telephone through an order with a French company for some ICT equipment and consumables.

Task

Read the memo from your line manager and carry out the task.

Your teacher will play the part of the sales person and will start the conversation.

Task 7

Memo:

Please telephone Ordinafrance with the following order:

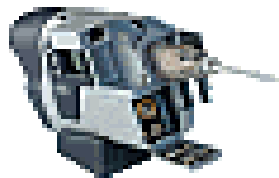
- 200 X PH compatible inkjet cartridges (B&W)
- 100 X PH compatible inkjet cartridges (Colour)
- 5 USB hubs (4 port) (See if they can do 6 port and, if so, order those instead)
- 500 x 90 mins CD ROM (discount?)

PS: Chase Spycam order (3 weeks ago) and get delivery date.

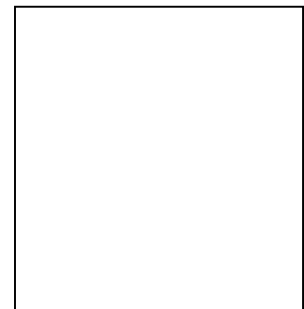
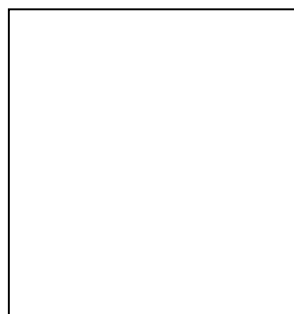
Cartouches: Offres spéciales

| | | |
|-----------------------------|-------|-----|
| Sonep Modèle 230587 Couleur | €15 | €65 |
| Sonep Modèle 230586 Noir | €9,99 | €45 |
| PH Modèle PH456 Couleur | €23 | €80 |
| PH Modèle PH454 Noir | €12 | €75 |

| | | |
|-----------------------------------------|-----|-----|
| Cartouches:compatibles PH Noir et blanc | €8 | €60 |
| Couleur | €12 | €90 |



HUB USB 4 Ports €50 Caméra numérique spycam €195 CD R 90 minutes €3 l'unité



INFORMATION FOR TEACHERS

Task 7

Situation

The candidate is on work experience and is telephoning the order department of Ordinafrance to place an order for some ICT equipment and consumables. You play the role of the sales person in the order department.

Task

The candidate should place the order for the items on the memo. They should also mention a previous order they have placed which has not arrived and ask some questions about the order and the products.

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Quelles cartouches voudriez-vous commander mademoiselle/monsieur?
Nous n'avons pas de cartouches PH compatibles en noir. Est-ce que vous voudriez commander d'autres cartouches? H
Oui. Nous avons deux hubs USB à 6 ports. Un hub de la marque Sonep et un autre de la marque PH. Qu'est-ce que vous préférez? H
Le hub Sonep coûte €60 et le hub PH €70.
Oui, certainement. Nous pouvons vous offrir une réduction de 5% pour une commande de 500 CD R.
Quand avez-vous commandé la caméra ?
Vous avez un numéro de commande ?
Il y a un problème de livraison. Nous n'avons plus de caméras Spycam.
Nous pourrions vous offrir un autre modèle un peu plus cher. H
C'est un Spycam 2 qui est de qualité supérieure. Voudriez-vous une brochure ? H
Ça coûte €225 et le délai de livraison est une semaine.
Quel est votre numéro de commande ?
Notre offre spéciale cette semaine est un lot de 10 disquettes Nyso pour le prix de €10. Est-ce que cette offre vous intéresse ? H
Quel est votre numéro de téléphone ? Quel est votre nom ? Avez-vous un fax ?

INFORMATION FOR CANDIDATES

Task 8 (Formal)

Situation

You are working in an office in England and have been asked to tell a visitor from France about the company and personnel within the company.

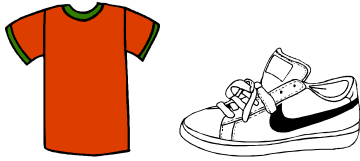
Task

Your teacher will play the part of the French visitor. Using the stimulus material tell the visitor about the following:

- The company and where the branches are situated
 - The range of products
 - The key personnel in this office and your opinion of them
 - Your own role within the company
-

Task 8

Flare Fashions



- Flare Fashions is the leading manufacturer of clothing and footwear for the 15-20 age range
- We have 3 factories (Devon, Surrey, Wales)
- **The company was formed in 1990 by Ray Harrison. The first factory was in Wales.**
- Our most popular range this year is our Super-Sport trainers, selling from £50 - £120

OUR STAFF IN THIS BRANCH

Lyn Black - General Manager
Neil Woolf - Sales Manager
Kelly White - Secretary
Maria Adebule - Purchasing Manager
Sally Parker - Production Manager

INFORMATION FOR TEACHERS

Task 8

Situation

The candidate is working at Flare Fashions. You play the role of a French visitor.

Task

You should ask about the company and the range of products. You should ask about the personnel employed in that branch and what the candidate's own job entails.

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Qu'est-ce que vous fabriquez?

Quelle sorte de clientèle avez-vous?

Combien de succursales y-a-t-il?

Où sont les usines?

Quelle est l'histoire de la compagnie? (H)

Qui a établi la compagnie? Quand? (H)

Quels sont vos produits les plus populaires (H)

Quel produit est-ce que vous préférez? Pourquoi? (H)

Comment s'appelle le directeur des achats?

Comment est-il?

Qui est le chef de production?

Qu'est-ce que vous faites dans la compagnie?

Depuis combien de temps travaillez-vous ici?

Comment trouvez-vous le travail?
