

Talk for one minute

You are going to talk about the history of your company. You should say:

- *How old your company is or when it started*
- *How big it was when it started*
- *How it has changed over time*

Will it stay the same in the future?

Talk for one minute

You are going to talk about business internet sites. You should say:

- *Why every business should have a web site*
- *What makes a good internet site*
- *What makes a bad internet site*

How often do you visit your employer's web site?

Talk for one minute

You are going to talk about job interviews. You should say:

- *How a candidate should prepare for a job interview*
- *What kind of clothes are appropriate*
- *What body language should be used by both the interviewer and interviewee*

Are job interviews an effective way to recruit staff?

Talk for one minute

You are going to talk about appraisals. You should say:

- *What the purpose of an appraisal is*
- *How often they should take place*
- *How managers should prepare for an appraisal*

What should an employee do to maximise the benefits of being appraised?

Talk for one minute

Describe your office and workspace. You should say:

- *How big your personal area is*
- *How many people or desks are in your office*
- *Whether it is noisy, quiet, warm or cold*

Why is the working environment important for staff?

Talk for one minute

Describe a favourite colleague you have worked with. You should say:

- *When you worked with him or her*
- *What kind of work you did together*
- *Why you liked working with him or her so much*

Why is it important to have good relations with colleagues at work?

Talk for one minute

Talk about staff benefits. You should say:

- *The kind of benefits that are usual*
- *Why people have different preferences*
- *The most valued benefit that you receive from your employer*

Why do employers feel that it is important to provide good staff benefits?

Talk for one minute

Talk about telephone conferencing. You should say:

- *What the advantages of a telephone conference are*
- *And the disadvantages . . .*
- *The maximum number of participants*

Do you take part in telephone conferences? If so, how often and with whom?

Talk for one minute

Talk about something you have to do at work which you would prefer not to do. You should say:

- *What it is*
- *Why you dislike it*
- *How long you have had to do it*

Are there any benefits in doing things you dislike?

Talk for one minute

Talk about the importance of businesses paying invoices promptly. You should say:

- *What normal payment terms are*
- *Why invoices sometimes get paid late*
- *Whether late payment is always a bad thing*

How can businesses encourage their customers to pay promptly?

Talk for one minute

Talk about the importance of prompt billing or invoicing for goods or services. You should say:

- *How quickly customers should be billed for goods or services*
- *Why billing can be sometimes be late*
- *Whether late billing is such a bad thing*

How can employers encourage account managers to bill promptly?

Talk for one minute

Talk about promotional activities for goods and services. You should say:

- *Typical promotional and advertising activities*
- *The activities that are used by your company*
- *Activities that do not work well with your products*

Is advertising and promotion always necessary?

Talk for one minute

Talk about business conferences for staff. You should say:

- *What makes a staff conference successful*
- *Whether wives/husbands/partners should be invited*
- *The ideal length of a staff conference*

What are the advantages and disadvantages of going abroad for a staff conference?

Talk for one minute

You are going to talk about a part-time or temporary job you had while you were a student. You should say:

- *What the job was*
- *Whether you enjoyed the work*
- *How long you worked there*

Apart from money, how do students benefit from working while studying?

Talk for one minute

Talk about share options for staff. You should say:

- *Whether your company provides share options*
- *Whether they are a popular benefit generally*
- *What role they play in staff retention*

Why do employers think it is a good idea to offer shares to staff?

Talk for one minute

Describe a business meeting you recently attended. You should say:

- *How many people were there*
- *How long it lasted*
- *What was discussed and agreed*

What are the disadvantages of lots of meetings at work?

Talk for one minute

Talk about training and development. You should say:

- *The most recent training course you attended*
- *How long it lasted*
- *Whether it was in your company or outside*

What are the alternatives to traditional classroom-based training courses?

Talk for one minute

Talk about working from home. You should say:

- *Whether working from home is usual in your workplace*
- *What the advantages of working from home are*
- *And the disadvantages . . .*
- *Will working from home increase or decrease in the future? Why?*

Talk for one minute

Talk about security in your workplace. You should say:

- *How employees enter, exit and move around your building*
- *Whether you can access your office out of hours*
- *Whether you have CCTV or security guards*

What new security methods might we see in the future?

Talk for one minute

Talk about computer passwords. You should say:

- *How often a password should be changed*
- *The disadvantages of keeping the same password for a lot of different purposes*
- *What is recommended for a secure password*

What methods do people use to ensure that they remember their various passwords?

