

Task Sheet for Candidate A

Task Sheet 1

A: What is important when...?

Choosing a training course

- Size of group
- Cost
- Times of course

B: What is important when...?

Booking a hotel for a business trip

- Location
- Facilities
- Charges

Task Sheet for Candidate B

Task Sheet 2

A: What is important when...?

Choosing a business language course

- Cost
- Size of group
- Qualification

B: What is important when...?

Selling a new product

- Price
- Quality
- Advertising

General training programme for new staff

- Equipment
- Computer skills
- Company organisation
- Company rules
- Customer service
- Product training
- Health and safety
- Foreign languages

BEC Preliminary – PART THREE

Scenario:

I'm going to describe a situation.

A company is planning to introduce a general training programme for new staff. Talk together about the topics the company could include in the programme and decide which three you think are most important.

Here are some ideas to help you.

BEC Preliminary – PART THREE