



Reward Pre-intermediate
Business Resource Pack

DO YOU LIKE?	YES	NO	DON'T MIND
being part of a team			
managing people			
working with figures			
working under pressure			
helping people			
buying and selling things			
working in an office			
socializing		57.00	
working on a computer			
physical exercise			
travelling			
ARE YOU GOOD AT?	YES	NO	NOT BAD
taking decisions			
solving problems			
organizing			
making things			
thinking of new ideas			
explaining things to people			
communicating your ideas			

International Red Cross aid worker

Door-to-door salesman (vacuum cleaners)

Wall Street stock exchange dealer

Advertising executive

Editor – Business Magazine

Fire chief (local fire station)

Personal Assistant to the Managing Director of a large insurance company

Ski instructor

I think		_would be a good	
because he/she likes _		and he/she is good at	
	. He/she is also good at		and this is very
important for a		· ·	



Do you like working under pressure?

Worksheet



ACTIVITY

Pairwork and groupwork: reading and speaking

AIM

To speak about work skills and preferences and choose suitable jobs.

GRAMMAR AND FUNCTIONS

Verbs with the gerund: *like/don't like + -ing*, *be good at + -ing* Talking about likes and abilities

VOCABULARY

Work skills and functions: to manage people, to solve problems, to take decisions, to think of (new ideas), to work with figures, to explain something to someone, to be part of a team

Specific job titles

PREPARATION

Make a copy of the worksheet for each student in the class and fold the worksheet where indicated.

TIME

30 to 40 minutes

PROCEDURE

- 1 Elicit some of the vocabulary by asking the students what qualities are needed for a) a secretary and b) an office manager. Write some of the suggestions on the board.
- 2 Give a copy of the questionnaire to each student and ask them to read it but not to fill it in.
- Ask the students to work in pairs. In turn, they ask each other the questions on the questionnaire and fill in their partner's answers.
- **4** When they have completed the table, each student should summarise their partner's skills and preferences and advise them what type of work would suit them best.
- 5 Ask each pair of students to join other pairs to make a group of six to eight students.
- In their groups, ask the students to unfold their worksheets and discuss the jobs on offer on the noticeboard and say which skills are needed for each job.
- When they have done this, ask each student to look at the previously completed questionnaire and propose a job for their partner, giving reasons for their choice.
- Ask the students to write this information down by completing the paragraph at the bottom of the worksheet.
- 9 Conduct a class discussion on the job each student has chosen for their partner. Is their partner happy? If not, why not?