

A business interview

by David Riley and Simon Greenall

Age: Adult

Activity: Pairwork – speaking

Level: Intermediate

Aim: To role-play an interview between a journalist and a company president

Time: 15–20 minutes

Grammar and functions: Past simple, *What happened on (date)?*, saying dates

Vocabulary: *President, short-, medium- and long-term goals, financial position, project, give service, grow, increase sales, distributor, launch, the internet*

Materials: One copy of the worksheet for each pair of students (cut in two as indicated)

Follow-up 1

Ask the students, working in pairs, to write the first hundred words of the article based on the interview.

Follow-up 2

Set up another interview using the students' own experiences. This time, one student is the president of either (a) the company they work for or (b) their own imaginary company; the students should decide what business the company is engaged in.

Procedure

1. Tell the class that they are going to practise asking and answering questions. Set up the situation. A journalist has to interview the president of a company. The journalist works for a magazine called *Business World*. The company is a software house called *Impact*. The purpose of the interview is to write an article called 'A day in the life of a president'.
2. Write up the following dialogue on the board and elicit suggestions to fill the gaps in the text, for example: *seat, time, like, thank, know*.

A: Come in. Take a _____.

B: It's good of you to find the _____ to see me.

A: Not at all. Would you _____ a coffee?

B: No, _____ you.

A: Now, what would you like to _____?
3. Ask the students to practise the dialogue in pairs.
4. Ask the students to work in pairs – a journalist and a president in each pair.
5. Give a copy of the appropriate part of the worksheet to each student and allow a minute or two for reading, checking vocabulary and mental preparation.
6. Ask the pairs to role-play the interview, using the dialogue on the board as the starting point.
7. When the students have finished, ask a couple of pairs to report back to the class on their conversations.

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The journalist – *Business World*

Interview with president of Impact (software) for
'A day in the life of a company president'



1. Typical day
2. Current projects
3. Immediate plans
4. Goals (short term, medium term, long term)



The company president – Impact Software

Interview with president of Impact (software) for
'A day in the life of a company president'



Typical day in the office

8.30–10.00	Daily meetings: marketing, finance & production managers
10.00–12.00	Emails and phone calls
12.00–1.00	Lunch
Afternoon	Current projects
6.00	Gym

Current projects

1. Completing Track, fantastic new financial management program
2. Negotiating with distributors in Latin America

Goals

Short term:
Launch Track, open up business in Latin America

Medium/Long term:
Continue to give great service and grow as a company

Next week

1. Monday–Thursday: Brazil, Argentina & Colombia, meetings with local distributors
2. Friday: Meeting with the US president about the internet