

Step up your game

1 Write down five questions you have always wanted to ask one of your classmates. Then report to another classmate what he/she answered. Use the reported speech. Take turns.

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2

3

4

5

2 List the top ten office tools which you have frequently used in your internship. Then get into pairs and describe them to your partner. Take turns.

| | |
|---------|----------|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |



3 You are doing an internship at *Kape*, in London. Your boss has booked a table for 17 July at *TigerTiger* since she is going to meet Aideen O'Connor, an important business partner. She wants the interns to join them to get an insight into business life. She has asked you to prepare a presentation about business etiquette for all the interns to avoid any embarrassing moments.

In your presentation you should

- give general information about the business dinner (date, time, customer)
- inform about dos and don'ts at the dining table
- remind them about taboo topics when talking to the client.

Talk for about five minutes. Prepare a one-page handout for the presentation.



4 You have just read the following blog entry.

I am going down fighting!

by Janice

September 30, 9:21 pm

1 Hey everyone

The school year has just started and to me it feels as if I am already going stir-crazy. Teachers are bombarding us with assignments and our schedule barely allows us any free time.

5 How do you manage to cope with the stress? Any advice appreciated because I won't give up.



You have decided to comment on Janice's blog entry. In your blog comment you should

- say how your school year has been going so far
- give useful advice for getting back into the right mindset for being successful at school
- suggest ways to manage the stress and workload.

Write about 250 words.

▶ Best Shots 3 – modular. HAK, Writing reference, p. 195)