

Step up your game



Get into pairs. Find appropriate definitions for the following words/phrases and write them down in the grid. Then use the words/phrases in context and form meaningful sentences. Use an online dictionary if necessary.

1 adulthood	definition: <hr/> sentence: <hr/>
2 to thrive	definition: <hr/> sentence: <hr/>
3 career path	definition: <hr/> sentence: <hr/>
4 applicant	definition: <hr/> sentence: <hr/>
5 to be proactive	definition: <hr/> sentence: <hr/>
6 to multitask	definition: <hr/> sentence: <hr/>
7 to pursue	definition: <hr/> sentence: <hr/>



You are doing an internship at *Pandens*, a marketing company in London. You and two other colleagues have to agree on a conference venue for a product launch. You have a limited budget and about 400 guests will attend the event.

Have a look at the venues and agree on the most suitable option. Speak for about four minutes.



venue	specifications
1 <i>The Artillery Garden at the HAC</i>	<p>Capacity: 950 seated lunches and dinners Distance from office: 9 miles Costs: £ 3,000 per night Atmosphere: stunning Suitable for: award ceremonies, conferences, charity events</p>
2 <i>Old Billingsgate</i>	<p>Capacity: 400 seated lunches and dinners Distance from office: 23 miles Costs: £ 1,900 per night Atmosphere: awe-inspiring Suitable for: Christmas parties, exhibitions, award ceremonies, conferences</p>
3 <i>OXO2</i>	<p>Capacity: 180 seated lunches and dinners Distance from office: 3 miles Costs: £ 1,200 Atmosphere: intimate Suitable for: fashion shows, product launches, private parties</p>



You intend to bring your start-up to the next level and so you have decided to write a company profile. In your company profile you should

- give general information about the company
- highlight the company's mission statement
- describe the product in more detail.

Write about 250 words.

(Use your notes from ► Best Shots 4/5 – modular. HAK/HUM, p. 37 f.)



You are looking for an internship on *www.internships.com* and have come across the following accounting internship in New York.

Accounting intern

Bookmark This

100 FOR ALL

100 For All
We work Grand Central
New York, NY
Posted: April 23

Application Deadline: May 23
Position: Part-time, Unpaid
Timeframe: 05/16 – 08/15



Description

100 For All is committed to addressing the global water crisis. Through collaboration with mission-aligned organizations, sponsors, and donations, we help raise social-consciousness about the water crisis, create new strategies to promote water sustainability and preservation, and install cutting-edge, cost-efficient water treatment solutions to affected regions.

Responsibilities

- Analyze and compare facts and figures, using logic to identify the strengths and weaknesses of alternative solutions
- Compile monthly financial reports and prepare invoices for clients
- Coordinate organizational and administrative tasks and support payables and receivables
- In house book keeping

Requirements

- *Quickbooks* proficient
- Demonstrate working knowledge of computer software packages, *MS Excel*, *MS PowerPoint*, and *MS Word*
- Understand finance and accounting principles and practices, financial markets, and banking

Since you have always wanted to do an internship abroad you have decided to apply. In your e-mail of application you should

- describe the focus of your school
- point out your skills and qualifications
- convince the HR Manager to hire you.

Write about 250 words. (▶ Best Shots 4/5 – modular. HAK/HUM, Writing reference, p. 247)