

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**Topics for training**

- 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