English for Business Communication

SAMPLE

Part 1: You will take part in an interview with the examiner.

Part 2: Look at the picture below. <u>Describe</u> the graph and <u>explain</u> what it indicates.

The key drivers of online shopping The European Union, 22,646 respondents



Part 3: Read the following situation. Use the points below to act out the situation with the examiner.

You are A. Nagy and you work as a **junior manager** of the Human Resources Department of an international car rental company. The company is looking for new staff for the sales department. Your colleagues prefer an experienced candidate. You disagree and from the shortlist you suggest employing a young school-leaver. Try to convince your colleague that he is the best choice for the job.

- argue for young staff (flexible, no commitments to family etc.)
- highlight the qualities you expect the candidate to have (openness, dynamism etc.)
- tell your colleague why you think good school reports are important
- suggest setting up an interview panel

You start.