

Student Material Phone Conversation 5

Inglés de Negocios Internacional Elemental

Activity 1: Interview

Ask your tutor **at least 5 questions** about what he did **last weekend, last holidays, and last Monday**.

Activity 2: Problems

You are an office worker in a car-hire firm, and you want to start work later in the morning, but the manager (your tutor) does not agree. **Use the information in the card to explain your boss this situation.**

Office worker

You work for a car-hire company near an airport. You want to come to work at 9.30 a.m. instead of 9.00 a.m. because:

- you have to take your son to school before you begin work. Your partner goes to work early in the morning.
- your new house is further from the airport. You drive to work, but the traffic is bad.

Activity 3: A Colleague

Describe a colleague you enjoyed working with in the past but you no longer work together. Use the following ideas and your own.

- *His/her job*
- *What he/she studied*
- *His/her personal skills*
- *His/her professional skills*
- *Why you liked working with him/her*