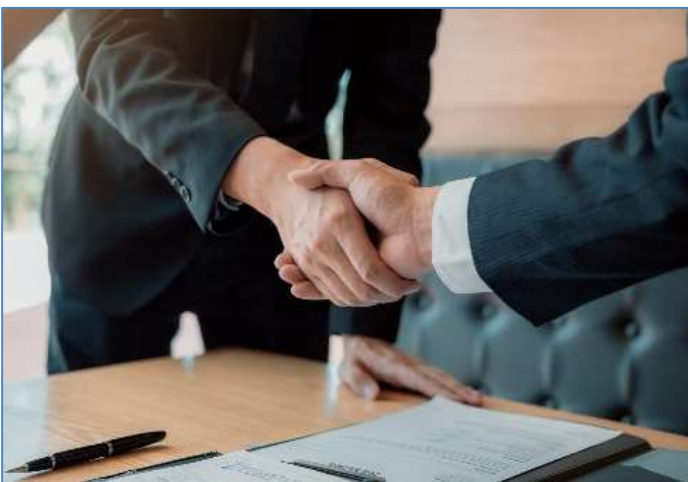


REVIEW UNIT

Other Conversations (Units 19, 20, 21, 22 & 23)

Introduction

Describe each picture.



 Q & A

Answer the following questions:

19 Interviewing

- What does an interviewer look for in a prospective employee?
- Does coming from a prestigious school mean having a higher chance of being accepted in prominent companies?
- What would make an applicant stand out from the rest of the applicants?



20/21 Asking your Co-worker for Help

- Have you tried asking your co-worker for help out of hopelessness or desperation?
 - Do you think it is easy to ask for help from your co-workers?
- Does it bother you when someone asks for your help?
- Have you tried refusing to help someone? If yes, why and how?



22 Visiting Clients/Out of the Office

- How do you usually feel when you visit clients in their office?
- Are their dos and don'ts when visiting important clients?
- Is there a prominent businessman in your country that you look up to and want to meet in person?



23 Going out for a Drink with Your Co-workers

- Is it common to go out for a drink with co-workers? With bosses?
 - How do you pay?
 - Do you go Dutch or pay individually?
- Are there table etiquette rules to follow? like who pours the drink or who orders the food?
- What should be the topic of conversation when drinking with co-workers? What should be avoided?



 **Role Play**

Do the role play with your teacher.

SITUATION

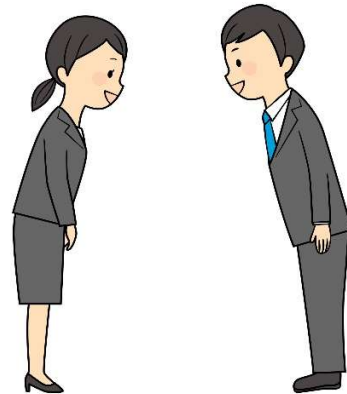
You are interviewing someone who is applying as Administrative Assistant. Ask him about:

- his previous job
- why he left the company
- why he chose your company
- what he can contribute to your company



You are visiting Mr. Nagai in his office for the first time.

- introduce yourself and your company
- say that your company is very happy about doing business with him
- ask if Mr. Nagai has some concerns about the partnership
- thank him for accommodating you even if his schedule is tight



You want to go out for a drink to celebrate your recent promotion!

- ask your colleague, Miki if she has time to have dinner and some wine after work
- say that you want to celebrate another milestone of your life with her
- ask her to bring your other co-workers John and Ken.



✚ *Extra exercise!*



Talk about a time when you had to ask help from a co-worker

You should say:

- **who the co-worker was**
- **when it took place**
- **what happened exactly**

and say how you felt after asking for help