

## Key

### Speaking Part 1

#### 1

1. F
2. A
3. H
4. C
5. G
6. D
7. B
8. E

#### 2 Examples

- A After all, the employee wouldn't be doing the training unless it was necessary for their work and for meeting the company's business aims, so it's the business that ultimately benefits.
- B Also, there's often a time difference between places. That can be really inconvenient for one of the people at least. I think there are probably more difficulties with misunderstanding than if it were in person.
- C If the personal relationships continue into work then that is definitely a problem. For example, if employees expect special treatment from their managers because they are friends with them.
- D I can learn so much about other cultures by travelling on business and there's always lots to learn about different ways of working.
- E Either that or I'd like to have started my own successful business, but I'd be happy with either of those two options.
- F Another reason is that there has been an economic downturn, so there are simply fewer business jobs available now than there were before.
- G If, for example, it's something aimed at a younger market, then online via social media would be the best way to market it. If it's targeted at an older market, for example, an expensive car, then TV or magazine advertising would probably be best.
- H A person may be very capable of doing everything that the job involves but just not be very good at doing interviews. I think it depends on what job the interview is for. If the job requires skills such as speaking well under pressure, then it's fair, otherwise, it's not.

#### 3 Example responses

To give a reason	because	the reason is	since	
To ask for repetition	What was that?	Sorry, I didn't catch that.	Could you say that again, please?	
To give an example	like	such as	for instance	for example
To add information	and often	as well as that	and also	

## Speaking Part 2

### 1 A

1. Firstly
2. If
3. because
4. Furthermore
5. As well as this
6. however
7. still
8. Another
9. By
10. In conclusion

**B** Ask a friend to practise with you / Find out how to travel to the interview

**C** You could ask: "What do you usually wear for a job interview?" / "Are there any websites that you would recommend to help me research a company?"

### 2.

I'm going to speak today about the factors to take into consideration when choosing a suitable training course.

Firstly, I think it's absolutely necessary to know what you want to gain from the training course. For example, if it's IT training, what exactly do you want to be able to do by the end of the course? Once you've done that, you'll be able to make a much more informed choice about the best course to match your needs.

When you have got the list down to just a few courses, you can then consider the location. If the course is far away, it may take you a long time to get there, and there will also be higher transport costs that you or your company will need to meet. I'd therefore suggest choosing from your shortlist the one that's most convenient to attend.

I think it's also extremely important to take into account how long the course lasts. I'm not suggesting that the shortest course would be the best, but choosing a course that's extremely long may not be a good decision either.

In conclusion, it's very important indeed to carefully match any training course to both your own needs and the needs of the company that you work for, in terms of what you will gain from the course, and how long this process will take.

**C**

**1.**

- course content
  - Know what you want to gain from the training course.
  - Identify exactly what you want to be able to do by the end of the course.
  - Make an informed choice about the best course for your needs.
- location
  - A course that's far away will take longer to get to and will cost more to travel to.
  - Choose a course that's most convenient to attend.

2. how long the course lasts/duration of the course; and to match your needs and the needs of your company.

**Speaking Part 3**

**Task 1:**

1. organise a staff social event
2. because the company wants to thank staff for their hard work after a really successful year
3. how to organise the event
4. what kind of event to have; where to have the event; when to have the event

**Task 3: list of possible events**

<ul style="list-style-type: none"><li>• a big party</li><li>• a formal meal</li><li>• a day at an outdoor activity centre</li><li>• an awards ceremony</li><li>• a day trip somewhere nice</li><li>• a day of unusual indoor activities e.g. cooking</li></ul>	<ul style="list-style-type: none"><li>• a sports and games day</li><li>• a trip to see a play or film</li><li>• inviting a guest speaker</li><li>• a team quiz</li><li>• an evening out at a musical or comedy show</li><li>• a staff talent show</li></ul>
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**5.**

1. the thing is
2. couldn't agree
3. about
4. wouldn't you agree
5. see what you mean
6. no doubt
7. how do you feel about
8. Absolutely
9. why don't we
10. you've got a point there, but
11. to be honest
12. go along