

## **Part 1 Sample question prompts**

- How easy you think it is for business people in (name of candidate's country) to keep up to date with international business news.
- How important you think product quality is to consumers in (name of candidate's country).

## Task Sheet 1

**A: Job applications:** the importance of having relevant qualifications when applying for a job

**B: Company aims:** the importance to a company of regularly reviewing its aims

**C: Budgets:** how to ensure that a realistic limit is set for an advertising budget

## Task Sheet 2

**A: Business planning:** the importance to a company of trying to identify future new markets

**B: Presentations:** the importance of preparation when planning to give a presentation at a business conference

**C: Information Technology:** the factors involved in deciding how much to invest in information technology

## Staff Suggestion Scheme

Your company is planning to introduce a suggestion scheme and to encourage members of staff at all levels to contribute ideas. You have been asked to consider ways of setting up the scheme.

Discuss and decide together:

- How to set up the scheme so that all staff feel they can contribute
- How suggestions from members of staff could be evaluated