

Part 1 Sample question prompts

- What effect you think environmental concerns are having on business in (name of candidate's country).
- How you think most people in (name of candidate's country) feel about taking a lunch break every day.

Task Sheet 1

A: Career development: the importance of having a wide range of contacts when working in business

B: Business planning: the factors involved in deciding whether to relocate a retail business

C: Marketing: the importance of predicting the likely changes in demand for a product

Task Sheet 2

A: Purchasing: the importance of maintaining personal contact with potential suppliers

B: Recruitment: how to ensure that a job interview focuses on relevant aspects

C: Information management: the importance of ensuring the security of confidential information within a company

Staff Appraisal Scheme

The newly appointed Human Resources Director of the company you work for is proposing to introduce an appraisal scheme to assess the performance of staff. You have been asked for your opinion about the proposal.

Discuss and decide together:

- what the likely reactions from staff might be to the introduction of the scheme
- how feedback should be given to staff on their performance.