

BULATS Speaking practice on the topic of training

Student A (Examiner)

Part One

After asking some general questions about your partner's name and home(s), ask some of these questions about training for about two minutes.

- What did you study at university?
- What training do people with your job usually do?
- Are you planning to take any courses in the future?
- Are you studying anything at the moment?
- Did you have training when you first joined your company? (What did you think of it?)

Part Two

Tell your partner "Choose one of the two topics on this worksheet to talk about for one minute. You have one minute to prepare what you are going to say. You can make notes to help you if you like" and hand them the Student B Worksheet to prepare. After one minute ask them "Which topic did you choose?" and prompt them to start speaking.

Describe a course that you attended. You should say:

- what it was about
- what you did on the course
- how it was assessed

Were you satisfied with the course? Give reasons for your answer.

Describe a self-study book that you have used. Please include:

- why you chose that book
- what things it included
- how useful it was

And please say who you would recommend that book to and why.

Stop your partner after one minute and ask one or two questions about what they said during their presentation, e.g. "You said... Do you think...?" or "Why do you think that...?"

Part Three

Tell your partner "Now we are going to have a conversation together. You are planning to organise a conference and I am someone who works for a conference centre. Ask me for some information about my conference centre, including the questions on this sheet." Let your partner lead the conversation. Answer questions from your partner about the things below, or any other questions they ask. Use the information below and make up any answers which are not written there.

- **The sizes of rooms that are available:** One room for up to 250 people, seven rooms for up to 50 people, and ten smaller meeting rooms
- **Equipment and catering available:** You only offer hot drinks and snacks, but can recommend outside caterers who can supply lunch buffets etc.
- **Costs:** Please make up your own answers

Then discuss this question with your partner: "What makes a good conference?"

You can also give your opinion, but make sure your partner does most of the speaking. Ask further questions on this topic if you need to.

Student B (Candidate)

Part Two

Choose one of the two tasks below and prepare what you are going to say for one minute. You can make notes to help you if you like.

Describe a course that you attended.

You should say:

- what it was about
- what you did on the course
- how it was assessed

Were you satisfied with the course? Give reasons for your answer

Describe a self-study book that you have used.

Please include:

- why you chose that book
- what things it included
- how useful it was

And please say who you would recommend that book to and why.

Part Three

You have to arrange a one-day conference at a conference centre. The person you are talking to works for the conference centre and has come to your office to discuss your needs.

Find out this information:

- the sizes of rooms that are available
- equipment and catering available
- costs

Then discuss this question together: What makes a good conference?