

In company interviews: Units 1–3

Before you watch

1 Look at the different ways of networking. Which ways do you use? Which ways do you not use? Why?

award ceremonies cold contacts formal events LinkedIn®
 making phone calls recommendations from colleagues

While you watch: Making contacts

2 Watch the video. Complete Katy McDonnell’s comment about making contacts with the correct prepositions.

Making contacts is the most important part (a) _____ my role – I’m (b) _____ a business development role where I’m responsible (c) _____ launching new events.

3 Watch again. Complete the table with the correct words.

Tools	Example/Description
a (a) _____ contact	LinkedIn
the (b) _____ contact	a recommendation from a (c) _____ or peer
(d) _____ networking events	gala (e) _____ and (f) _____ ceremonies
(g) _____ networking	30 buyers and 30 (h) _____, one minute to (i) _____ business cards, then a bell rings, and they have to (j) _____ to next person.

4 Think about how you make contacts. Complete the table with the tools you use and an example or description for each one.

Tools	Example/Description

5 Do you think speed networking would be popular in your country? Is it a tool you would use for making contacts?

While you watch: Making calls

6 Watch the video. Correct the mistakes in the sentences. Two of the sentences are correct.

- a Katy speaks French, Italian and Spanish fluently.
- b She doesn’t have enough confidence to deal with switchboards.
- c The local office often visits the local company.
- d Then they follow up with a conference call.
- e Sales staff spend 2–2.5 hours on the phone every day.
- f Their objectives are measured by how many contacts they make.

- 7 Watch the video again. Read and listen to the first and last sentences. Answer the questions.
 - a Using the phone internationally is difficult sometimes.
 - b We do find it such an important medium.
- 1 Does Katy's voice go up or down at the end of each sentence?
- 2 In which sentence is she starting to explain a situation?
- 3 In which sentence is she summarizing a situation?

 **While you watch: Keeping track**

- 8 Watch the video. Match the sentence beginnings (a-d) with the sentence endings (1-4).

a I'll only go to a meeting if	1 you should spend time preparing for it.
b It should be set in advance and	2 the second is the preparation.
c Otherwise there is lots of talking and	3 there is an agenda.
d The agenda is the key thing and	4 not a lot of action.
- 9 Do you agree with Katy's comments about meetings? Add two more comments of your own.

After you watch

- 10 Write answers to the questions.
 - a) Do you use the telephone to speak to international clients or local offices? If yes, describe what you enjoy about it and what you find difficult about it. If no, describe how your company deals with international clients.
- b) Write four sentences about how meetings are run in your company.
