**Situation 3**

Student A: Follow the instructions below.

Student B: Answer the questions truthfully.

**Then switch the roles**

|  |  |
| --- | --- |
| Student A   * Offer tea or coffee. * Find out Student B’s ability to:  1. speak any languages; 2. use Excel, PowerPoint or Publisher; 3. drive. | * Ask Student B:  1. to tell you about themselves; 2. for the best number to contact them on tomorrow; 3. to repeat the number; 4. if they would like to work abroad; 5. if there are any hours they wouldn’t be able to work. 6. why they think they will be successful in this job. |

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**Situation 4**

Student A: Follow the instructions below.

Student B: Answer the questions truthfully.

**Then switch the roles**

|  |  |
| --- | --- |
| Student A   * Offer tea or coffee. * Find out Student B’s ability to:  1. speak any languages; 2. use Excel, PowerPoint or Publisher; 3. drive. | * Ask Student B:  1. to tell you about themselves; 2. for the best number to contact them on tomorrow; 3. to repeat the number; 4. if they would like to work abroad; 5. if there are any hours they wouldn’t be able to work. 6. what motives them. |

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**Situation 5**

Student A: Follow the instructions below.

Student B: Answer the questions truthfully.

**Then switch the roles**

|  |  |
| --- | --- |
| Student A   * Offer tea or coffee. * Find out Student B’s ability to:  1. speak any languages; 2. use Excel, PowerPoint or Publisher; 3. drive. | * Ask Student B:  1. to tell you about themselves; 2. for the best number to contact them on tomorrow; 3. to repeat the number; 4. if they would like to work abroad; 5. if there are any hours they wouldn’t be able to work. 6. why they want to work for your company. |

**Situation 6 – Student A**

Your department is going to have a good-bye party for your boss who is leaving the company. You have the followings to consider. Ask your colleague for advice about them.

* Location of the party
* Time and date
* Main dishes
* Entertainment activities
* Gifts

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**Situation 6 – Student B**

Your department is going to have a good-bye party for your boss who is leaving the company. Give your colleague some advice.

* Time and date: 18.00 after work, Friday evening
* Location: Asahi sushi restaurant
* Gift: Edo Kiriko glasses
* Main dishes: sushi, sashimi, Japanese curry rice
* Entertainment: dancing, karaoke, and gamble

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**Situation 7 – Student A**

You are going to design an orientation session for your company’s new staff. Ask your colleague for some suggestions about the content of the orientation.

Tentative agenda:

* Company policy introduction
* Job description and professional development
* Training requirement
* Company tour

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**Situation 7 – Student B**

Your colleague is going to design an orientation session for your company’s new staff. Give him/her some suggestions about the content of the orientation.

* What company policy to be introduced? (security, smoking, internet usage, data protection …)
* Job description and professional development (should he/she re-describe the jobs for the new staff? The appraisal system? …)
* Training requirement (When? Where? For how long? On what topics or skills? …)
* Company tour (Should he/she show the new staff around? To where? To whom? …)