

ESOL Skills for Life (QCF) – Entry 3 Speaking and Listening sample prompts

Role plays

1. You are at work. You usually work on Saturdays, but next month you would like two Saturdays off. I am your manager.
2. You are at work. Some new people have joined your company. I would like you to help me organise a welcome event for them. I am your manager.
3. You are at work. You need to ask for a pay rise. I am your manager.
4. You are at work. You often have to miss your lunch break because you have too much to do. I am your manager.
5. You are at work. You want to improve your computer skills so that you can do your job better. I am your manager.
6. You are at work. I am your colleague. You want to use my computer to complete an important task.
7. You are at work. I am your manager. There is going to be a new staff kitchen. I need your ideas about what employees want to have in this room.
8. You are at work. Your computer isn't working and you need to use it today. I am the manager of the computer department.

Group discussions

1. A student in your class has got a new job. You want to organise a party to celebrate. Talk about things you can do and plan the party together.
2. You are the social committee at work. You want to organise a fund-raising event for a local charity. Talk about things you can do and plan the event together.
3. Your teacher's friend is visiting from Australia. You want to organise a day out in your area to show him/her the important places. Talk about things you can do and plan the day together.
4. Your college is going to open a new learning centre and has asked students for their ideas. Talk about how students will use the learning centre and plan what you would like to have there.
5. Your college is planning to hold an International Day so that students can learn about each other's culture. Talk about what the students will be interested in learning about and plan some activities for the day.
6. You are at college. Your teacher wants you to show the college to new students on their first day. Decide together what information the new students will need and plan the things you can do.
7. Your college is planning to give some prizes to the best students this year and wants you to help plan the celebration. Talk about the things you can do and plan the event together.
8. Your manager at work is leaving. You want to buy a leaving present for her. Talk about what you can buy her and plan the shopping trip to buy the leaving present.