

# At a job fair

Your boss has asked you to join her/him at the job fair in London. Your company hopes to find new trainees looking for new job opportunities after the Brexit.

To prepare your visit, your boss wants you to present your company from a trainee's point of view and to give possible other trainees the information they need.



1. **Exercises A (below), B (page 2) and C (page 3) will help you get an idea of what you might want to present.**

2. **Now it is your turn! Create a poster to present your company at the fair. Feel free to use the internet to gather information. The worksheet on page 4 called "Over to you: Introducing your company and your place of work" will help you! That's why: Research information to complete the worksheet on p. 3 before you start creating your poster.**

## Exercise A:

Describe the company and its structure. Finish the sentences with the phrases on the left.

Standort/Zentrale	headquarters (pl.)
seinen Sitz in ... haben	to be based in ...
tätig sein	to operate
Niederlassung	branch
Verkaufsbüro	sales office
Produktionsanlagen	production facilities
Fabrik	factory
in Familienbesitz (sein)	(to be) family owned
gründen	to found (founded/founded)
(Unternehmens) Gründer	founder

Our headquarters are in Germany but we operate worldwide and have branches in 50 countries.



Hesch GmbH is a large international company that makes electric motors. It .....

(hat seinen Sitz) in Germany. Its .....

..... (Zentrale ist) in Aachen. The company doesn't manufacture its products in Germany. It has .....

(Produktionsanlagen) in China. Its ..... (Fabrik) is in Beijing. The company sells a lot of its products in Europe but .....

..... (es ist tätig weltweit) and has .....

..... (Verkaufsbüros) in 17 countries. The company .....

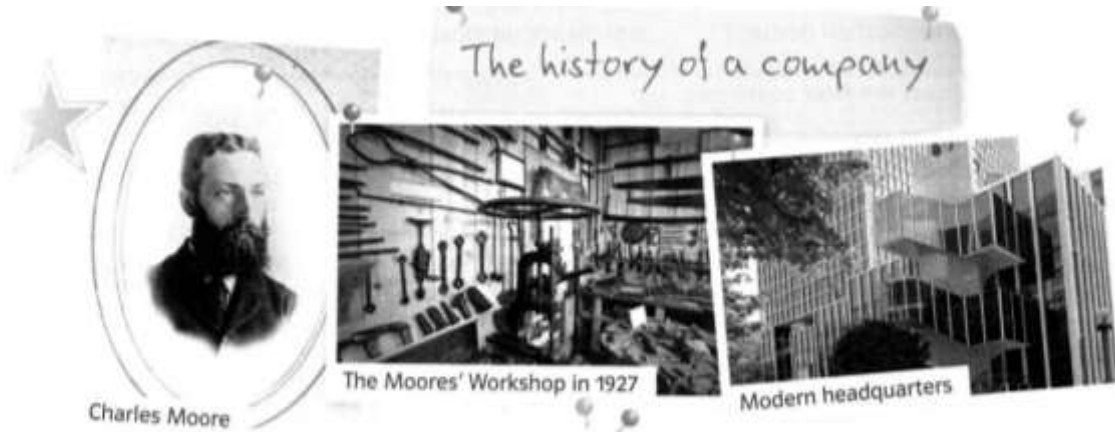
..... (wurde gegründet) in 1948 and is still .....

..... (im Familienbesitz). The present owner, Nicolas Hesch, is the son of the .....

(Unternehmensgründer).

**Exercise B:****SKILL: LISTENING COMPREHENSION (HÖRVERSTÄNDNIS ÜBEN)**

**TASK 1:** One of your friend's works at a company called Westham Drilling. Your friend is talking to you about the company's history. Listen twice. What's the right answer: a, b or c? Before you listen to the recording, read the tips in the "SKILLS: Listening" box below. (Source: *technical EXPERT*, CD A 1.6)

**SKILLS**

## Listening

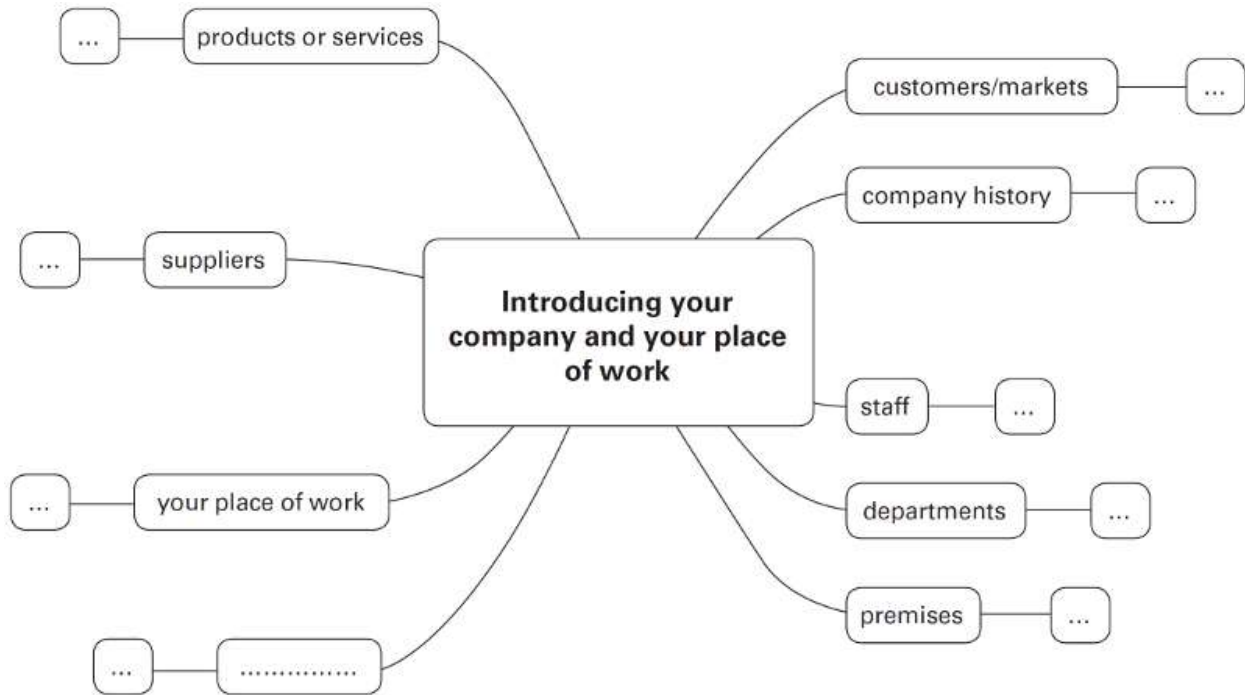
- Before you listen think: 'What am I listening for?' It can be specific information (dates, times, facts etc.) or for a more general idea of opinions etc.
- In class or in a test or exam always read the questions *first*. Then listen for the answers. You'll usually hear the text twice. The second time you can check answers (or answer questions you couldn't answer the first time).
- As with reading, there will be things you don't understand. That's normal! Try to guess what you can from the context.

- The company began in 1927 when the founder, Charles Moore,
  - built a factory in the town.
  - bought a factory in the town.
  - opened a tool shop in the town.
- At first the company made
  - only drills.
  - all sorts of tools.
  - drilling machines.
- During the Second World War the factory
  - closed.
  - specialised in drills and drill heads.
  - grew a lot bigger.
- At the end of the war the company
  - changed its name.
  - was sold.
  - went out of business.
- Westham Drilling opened its German factory in
  - 1949.
  - 1956.
  - 1998.
- The new factory made products for
  - the computer industry.
  - the car and construction industries.
  - the military.
- The company chose Hanover as their R&D centre because
  - the factory was too old.
  - the products did not meet quality standards.
  - Hanover is centrally located in Europe.
- The name of the modern company comes from
  - the name of the founders.
  - a part of London.
  - the old English word for drill.
- Around ... per cent of the company's turnover comes from the products made in England.
  - 5
  - 35
  - 70
- The company now manufactures ... of its products in Hungary.
  - all
  - most
  - some

**Exercise C:**

**TASK:** *Over to you – introducing your company and your place of work. Briefly introduce your company in no more than five minutes. Create a poster for your presentation which you'll use at the job fair!*

Make sure that you include all the aspects from the diagram below in your short talk. You may, however, change the order in which you present the different aspects.

**Here are some phrases you might want to use in your short presentation:**

The company I work for is called ...

We produce/sell ...

We buy raw materials and components from ...

Our company headquarters are located in ...

At the moment there are ... employees in our company.

They work in ... departments which are ...

... was founded in ... by ...

Our goods/services are mostly sold to ...

On our premises there are ...

My responsibilities are ...

At the moment I am working in ...

**Don't forget!**

Always remember that your talk should ...

- be structured!
- be clear and easy to follow!
- be easy to understand!
- contain the correct technical terms!



## Company presentations – observation sheet and feedback

Learn about your classmates' companies.





### Task 1

While you are listening to the presentation, fill in the observation sheet below.

Piece of information	Tick (☑) if you got the information				
	# 1	# 2	# 3	# 4	# 5
company name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
customers/markets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
company history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
products or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
place of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
additional information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Task 2

Now give one of your classmates some feedback on the following aspects. Tick the box if the presentation was well done or write down some tips if necessary.

Aspect	Yes, well done! 	Tips and recommendations 
Was the presentation well- structured?	<input type="checkbox"/>	_____
Was the presentation clear and easy to follow?	<input type="checkbox"/>	_____
Was the presentation easy to understand?	<input type="checkbox"/>	_____

## Vocabulary: How to introduce your company

English expression	Phrase	German expression
company	The company has been doing business for a long time.	<i>Firma/Unternehmen</i>
boss	Mr Parker is my boss.	<i>Chef</i>
colleague	We are working as colleagues.	<i>Arbeitskollegen</i>
employee	Around 70 employees work for the company.	<i>Angestellte/r</i>
staff	The staff are the people working for a company.	<i>Mitarbeiter</i>
multinational	VCF is a multinational company.	<i>international</i>
chain of supermarkets	ALDI is a German chain of supermarkets.	<i>Supermarktkette</i>
freight forwarder	The freight forwarder organises the transport.	<i>Speditionsunternehmer</i>
to found	The company was founded in 1986.	<i>gründen</i>
private limited company (Ltd)	VCF is a Ltd company.	<i>Gesellschaft mit beschränkter Haftung (GmbH)</i>
supplier	They are the company's main supplier.	<i>Lieferant</i>
seller	Our company is a regional seller.	<i>Anbieter</i>
raw material	Wood is a raw material.	<i>Rohstoff</i>
demand (for)	There is a huge demand for our cars.	<i>Nachfrage (nach)</i>
English expression	Phrase	German expression
-based	Birmingham-based	<i>mit Sitz in ...</i>
medium-sized	VCF is a medium-sized company.	<i>mittelständisch</i>
turnover	The turnover from 2001 to 2010 nearly tripled.	<i>Umsatz</i>
profit	We increased our profits.	<i>Unternehmensgewinn</i>
market niche	The company occupies a market niche.	<i>Marktlücke</i>
growth	An increase in quantity is called growth.	<i>Wachstum</i>
customer	A person buying goods is a customer.	<i>Kunde</i>
business strategy	A company's plan of action is called a business strategy.	<i>Unternehmensstrategie</i>

# At the job fair

The class is divided into groups A & B.

**Student A:** You will present your company to the visitors of the job fair. Make your company sound as attractive as possible, but don't lie. 🙄

Try to answer all the questions. Have fun!

**Student B:** You are visiting the job fair looking for an attractive new apprenticeship. Write down a few questions you need to know before starting at a new company. Take notes and fill in your rating sheet. Visit at least 5 booths. Have fun!

Did all of you get to know 5 new companies? Did you take notes? Then it is time to switch roles!