

A Complete the e-mail with items from the box.

and then	as per	but of course	however
I'm afraid this	looking forward	in addition	let's

To: Rolix.HR@dunanet.hu
Cc:
Bcc:
Subject: Screening candidates

.....¹ your instructions, we have screened all 18 consultants who expressed interest in re-training our Accounts personnel and submitted a project proposal,

.....² shortlisted three.

.....³ meet as soon as you can make it to discuss their profiles and assess the suitability of their proposals together.

.....⁴ won't be particularly straightforward as all three show a thorough understanding of our needs and a clear picture of what the outcome of the consultancy would be.


.....⁵, their referees are unanimous in praising their ability to diagnose problems, present workable solutions and implement those solutions effectively.

.....⁶, they do differ noticeably with regard to the fees they charge.


.....⁷ I don't want to influence your decision too much at this stage!

.....⁸ to your reply.

Yours,
 Bert

B  8.1 Listen to five different people talking about a mistake they made when hiring a consultant. Decide which mistake each speaker made.

- Write one letter, **a)–h)**, next to the number of the speaker.
 - Do not use any letter more than once.
- | | |
|---|--|
| Speaker 1
Speaker 2
Speaker 3
Speaker 4
Speaker 5 | a) failure to enquire about the consultant's other commitments
b) failure to ask the consultant to sign a letter of confidentiality
c) failure to establish who pays for certain expenses
d) failure to find out whether the work can be done in-house
e) failure to establish clear goals and objectives
f) failure to introduce the consultant to the staff
g) failure to plan for knowledge transfer
h) failure to specify concrete project deliverables |
|---|--|


C  **8.1 Listen again and decide what the main consequence of each mistake was.**

- Write one letter, **a)–h)**, next to the number of the speaker.
- Do not use any letter more than once.

- | | |
|-----------------|---|
| Speaker 1 | a) a feeling of helplessness and dependence |
| Speaker 2 | b) the consultant was dismissed |
| Speaker 3 | c) a manager resigned |
| Speaker 4 | d) an overspent budget |
| Speaker 5 | e) being overtaken by a rival |
| | f) the deadline was not met |
| | g) the staff perceived the consultants as a menace |
| | h) a dispute over payment |

D  **8.2 Listen and complete the conditional sentences.**

- 1 agree to their terms if
.....
- 2 If better prepared,
..... felt more confident.
- 3 The project successful if
..... set a more realistic timescale.
- 4 I don't think able to solve our problems
unless hire an independent consultant.
- 5 If a better communicator, I'm sure
..... asked to conduct the negotiation.
- 6 If genuinely concerned about those
difficulties, bring in a consultant.

 **8.2 Now listen again and practise the sentences, paying special attention to the contracted forms.**