



EXTRA SPEAKING PRACTICE

Extra Speaking Bank 1

Work and Careers | first jobs and workplace expectations | Cambridge IGCSE ESL 0511

Part 1: Interview

Take turns asking and answering. Each person should aim to speak for 2-3 minutes in total.

Question	Strategy
Personal / present What would you want to learn from a first job?	Name skill and purpose: <i>I would want to learn... / This would prepare me for... / I would also improve...</i>
Past experience Can you tell me about a responsibility that felt like work?	Describe task and reliability: <i>I was responsible for... / I had to make sure... / It taught me...</i>
Opinion / readiness Should all teenagers have some work experience?	Evaluate access and benefit: <i>Work experience can teach... / It may be difficult for... / Schools could make it fair by...</i>

Part 2: Short talk

Prepare for 1 minute. Then speak on your own for up to 2 minutes.

Choosing your first work experience

You want work experience that will help you understand the workplace. You are considering these options:

- helping in a small local business
- joining a structured placement in a large organisation

Talk about the advantages and disadvantages of each option. Say which option you would prefer, and why.

Strategy: plan your short talk

Open: Briefly introduce the situation:
There are two possible types of workplace for my first work experience...

Compare: Give one advantage and one disadvantage for each option. Do not ignore either option.

Choose: Finish clearly:
I would prefer... because...

Part 3: Discussion

Discuss the questions. Each person should give reasons and examples, not just short answers.

Follow-up questions

1. What do employers reasonably expect from someone in their first job?
2. Should unpaid work experience ever be allowed?
3. Why can qualifications fail to prepare people for the workplace?
4. How should schools and employers share responsibility for career preparation?

Strategy: develop your ideas in Part 3

Expect: Separate reasonable and unreasonable demands:
A new worker should... / Employers should not expect... / Training must provide...

Ethics: Use fairness and access:
Unpaid work may exclude... / It could be acceptable if... / A fair placement should...

Partnership: Divide responsibilities clearly:
Schools can teach... / Employers should provide... / Together they could...



EXTRA SPEAKING PRACTICE

Extra Speaking Bank 2

Work and Careers | remote, hybrid and flexible work | Cambridge IGCSE ESL 0511

Part 1: Interview

Take turns asking and answering. Each person should aim to speak for 2-3 minutes in total.

Question	Strategy
Personal / present Where do you work or study most effectively?	Describe conditions and reason: <i>I work best in... / I need... / This environment helps me...</i>
Past experience Can you tell me about completing a task remotely with other people?	Describe communication and result: <i>We communicated through... / A difficulty was... / We completed the task by...</i>
Opinion / flexibility Would you prefer a job with flexible working hours?	Balance freedom and routine: <i>Flexibility would allow me to... / A fixed routine helps... / My preference would depend on...</i>

Part 2: Short talk

Prepare for 1 minute. Then speak on your own for up to 2 minutes.

Choosing a working arrangement

A future employer offers two ways of organising your working week. You are considering these options:

- working mainly from home with online meetings
- working at the workplace with flexible start and finish times

Talk about the advantages and disadvantages of each option. Say which option you would prefer, and why.

Strategy: plan your short talk

Open: Briefly introduce the situation:
There are two possible ways to organise my working week...

Compare: Give one advantage and one disadvantage for each option. Do not ignore either option.

Choose: Finish clearly:
I would prefer... because...

Part 3: Discussion

Discuss the questions. Each person should give reasons and examples, not just short answers.

Follow-up questions

1. Does remote work strengthen or weaken trust between employers and workers?
2. Should employees have a legal right to request flexible work?
3. How does working from home affect towns and city centres?
4. Will workplaces still be important for building professional relationships?

Strategy: develop your ideas in Part 3

Trust: Explain what trust depends on:
Remote work strengthens trust when... / Monitoring can weaken it because... / Clear results help...

Right: Add reasonable conditions:
Employees should be able to request... / Employers may refuse when... / The decision should be...

Wider effect: Move beyond the individual worker: *Fewer commuters may... / City businesses could... / Residential areas might...*



EXTRA SPEAKING PRACTICE

Extra Speaking Bank 3

Work and Careers | teamwork, leadership and workplace culture | Cambridge IGCSE ESL 0511

Part 1: Interview

Take turns asking and answering. Each person should aim to speak for 2-3 minutes in total.

Question	Strategy
Personal / present What quality do you value most in a team member?	Name quality and effect: <i>I value... / This matters because... / A good team member also...</i>
Past experience Can you tell me about someone who led a group effectively?	Describe behaviour and impact: <i>They listened to... / They made sure... / The group responded by...</i>
Opinion / leadership Can leadership be learned, or is it a natural ability?	Combine ability and development: <i>Some people naturally... / However, leadership skills can... / Experience teaches...</i>

Part 2: Short talk

Prepare for 1 minute. Then speak on your own for up to 2 minutes.

Developing teamwork in a workplace

A workplace wants new employees to build strong teamwork skills. You are considering these options:

- completing a challenging team project
- joining a mentoring programme with experienced staff

Talk about the advantages and disadvantages of each option. Say which option you would prefer, and why.

Strategy: plan your short talk

Open: Briefly introduce the situation:
There are two possible ways for new employees to develop teamwork skills...

Compare: Give one advantage and one disadvantage for each option. Do not ignore either option.

Choose: Finish clearly:
I would prefer... because...

Part 3: Discussion

Discuss the questions. Each person should give reasons and examples, not just short answers.

Follow-up questions

1. Should a good leader always make the final decision?
2. How can a workplace create a culture where people admit mistakes?
3. Is conflict within a team necessarily harmful?
4. Why do some organisations resist ideas from younger employees?

Strategy: develop your ideas in Part 3

Decision: Explain when authority is necessary: *A leader should decide when... / The team should be consulted because... / Final responsibility remains...*

Culture: Suggest behaviour that builds safety: *Managers need to respond by... / People will admit mistakes if... / Blame should be replaced with...*

Reframe: Show a constructive side of disagreement: *Conflict can reveal... / It becomes harmful when... / Managed well, it may...*



EXTRA SPEAKING PRACTICE

Extra Speaking Bank 4

Work and Careers | automation, retraining and changing careers | Cambridge IGCSE ESL 0511

Part 1: Interview

Take turns asking and answering. Each person should aim to speak for 2-3 minutes in total.

Question	Strategy
<p>Personal / present Which human skill will remain valuable in most jobs?</p>	Name skill and application: <i>I think... will remain important / It is needed when... / Machines cannot easily...</i>
<p>Past experience Can you tell me about learning to use a new tool or system?</p>	Describe adjustment and progress: <i>At first, I found... / I learned by... / Eventually, I could...</i>
<p>Opinion / change Should people expect to change careers during their lives?</p>	Explain opportunity and difficulty: <i>Career changes may become... / They allow people to... / However, retraining can...</i>

Part 2: Short talk

Prepare for 1 minute. Then speak on your own for up to 2 minutes.

Responding when a job changes

Technology is changing the kind of work you do. You are considering these options:

- taking an intensive course for a new specialist role
- building several transferable skills while remaining in the same field

Talk about the advantages and disadvantages of each option. Say which option you would prefer, and why.

Strategy: plan your short talk

Open: Briefly introduce the situation:
There are two possible ways to respond as technology changes my work...

Compare: Give one advantage and one disadvantage for each option. Do not ignore either option.

Choose: Finish clearly:
I would prefer... because...

Part 3: Discussion

Discuss the questions. Each person should give reasons and examples, not just short answers.

Follow-up questions

1. Who should pay when workers need retraining because of automation?
2. Should companies be allowed to replace workers whenever technology is cheaper?
3. Could automation make work more meaningful for most people?
4. How might society redefine success if stable careers become less common?

Strategy: develop your ideas in Part 3

Share: Divide the cost by responsibility and benefit: *Companies benefit from... / Governments should support... / Workers may also invest...*

Condition: Set limits on replacement: *Companies face competition... / They should first... / A responsible transition would...*

Redefine: Question an old measure of success: *Success may no longer mean... / People might value... / A flexible career could be successful if...*



EXTRA SPEAKING PRACTICE

Extra Speaking Bank 5

Work and Careers | work-life balance and sustainable careers | Cambridge IGCSE ESL 0511

Part 1: Interview

Take turns asking and answering. Each person should aim to speak for 2-3 minutes in total.

Question	Strategy
Personal / present What helps you stop thinking about work or study?	Describe boundary and effect: <i>I switch off by... / I avoid... after... / This gives me time to...</i>
Past experience Can you tell me about a period when you had too much to do?	Describe pressure and adjustment: <i>I had to complete... / I felt... / I managed it by...</i>
Opinion / balance Is a successful career worth making personal sacrifices for?	Evaluate degree and duration: <i>Some sacrifice may be necessary... / However, success should not cost... / It depends on how long...</i>

Part 2: Short talk

Prepare for 1 minute. Then speak on your own for up to 2 minutes.

Protecting your work-life balance

You are starting a demanding job and want to protect your personal time. You are considering these options:

- keeping strict working hours and turning off messages afterwards
- working flexibly but planning protected time for family and interests

Talk about the advantages and disadvantages of each option. Say which option you would prefer, and why.

Strategy: plan your short talk

Open: Briefly introduce the situation:
There are two possible ways to protect my work-life balance in a demanding job...

Compare: Give one advantage and one disadvantage for each option. Do not ignore either option.

Choose: Finish clearly:
I would prefer... because...

Part 3: Discussion

Discuss the questions. Each person should give reasons and examples, not just short answers.

Follow-up questions

1. Should employers be responsible for protecting workers' work-life balance?
2. Why do some workplaces treat long hours as evidence of commitment?
3. Can a person be ambitious without making work central to their identity?
4. How could shorter working weeks change society?

Strategy: develop your ideas in Part 3

Duty: Separate organisational and personal responsibility:
Employers must prevent... / Workers should communicate... / Both sides need...

Challenge: Question an assumption:
Long hours may appear committed, but... / Productivity depends on... / A better measure would be...

Imagine: Consider several social effects:
A shorter week could improve... / Businesses might need to... / Communities could benefit from...