

## ÉCOLE LINGO CANADA - CONVERSATIONS

### WORK QUESTIONS: THE WORKPLACE (LOCATION)

Do you work in an office building? (retail store, factory, warehouse, workshop)

Is it in a residential / commercial / industrial building (area, district)?

How old is the building? What condition is it in? Is it renovated?

Where exactly is it located?

Does the company rent or own the building/ office/ space?

Are there other companies in the building? What kind? How many?

Is it a comfortable place to work? Do you have enough room?

How big is your office? What size is it?

Do you have heating and air conditioning?

Where do you eat lunch? (cafeteria, outside the office, restaurant, catering truck)

Does the company have parking space?

Are there any special facilities in the building/ office?

(free cafeteria, coffee machines, gym, exercise classes, seminar rooms, lunch room)

Is it a luxury or basic workplace?

Is it located near transport services?

Do you work far from home? How do you get to work?

What type of shops , services and restaurants do you have near your work?

Does your company have other branches or offices in other locations?

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### WORK QUESTIONS: YOUR POSITION (YOUR JOB)

What is your job title? Who do you work for?

What are your responsibilities? What are you in charge of? What do you take care of?

(use titles : Publicity, schedules, production, payroll, bookkeeping, sales, customer service, reception)

What do you do during a normal week? (use verbs : I prepare reports, etc)

How long have you been with the company? ( at "COMPANY")

How did you get the job originally?

Have you had other positions within the company?

Do you plan to stay a long time in that position/ at that company?

What do you enjoy most about your job?

What areas do you need to work on? What do you need to improve in?

What are your best work skills?

How many hours do you work on average?

Are you paid by the hour, in salary or on commission?

Do you receive any special bonuses? (Christmas, annual, sales, profit-share, monthly)

Did you study or do any training in your current field?

What do you need to do to keep up with current trends or thinking in your industry?

What did you do in your past jobs?

What jobs did you have when you were young? (summer jobs, etc)

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### WORK QUESTIONS: THE ORGANISATION (THE COMPANY)

How long has the company been in business? (for 6 years.....since 1985)

What products and services does the company provide? What do they do?

How much do your products and services cost? (give examples)

What is the most popular product/service?

What is the most profitable?

Is the company successful.....financially?

.....in providing good services?

.....in providing good products?

.....in managing their staff?

.....in customer service?

What area does the company excel in? (management, marketing, staffing, service, sales)

Has the company changed a lot over the years?

What is the company's main problem or challenge right now?

Does the company face a lot of competition?

How is the industry doing in general? Is there a lot of business around?

Do you get good feedback from customers?

What are your customers like? Who are your customers?

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### WORK QUESTIONS: COLLEAGUES (THE STAFF)

How many people work in your department?

What other jobs and departments are there?

How many people work for the company altogether?

Do most employees stay long at the company or is there a high turnover?

Do people enjoy working there? Why?

How is the management? (efficient, demanding, organized, open-minded, old-fashioned)

Are there any typical conflicts or problems between staff or management?

Are there any positions that are hard to fill?

Do you have a lot of meetings? What kind? How often?

Does the company organize any work-related social events?

Do you spend time with any colleagues outside of work?

Who do you have a good rapport with at work?

Do you get along with your boss / the owner / your staff?

What is your boss like? (fun, difficult, never around, intelligent, talented, pushy)

What type of people do they / you /he like to employ? ( age, style, experience, attitude)

Do you have trouble getting along with anyone at work?

How many holidays do you get?

Is there a company insurance plan for staff?