PART TWO
Mini presentation

Task prompt for Candidate A

You have one minute to prepare a presentation on one of the topics. You then have to talk about it for about one minute.

Task 1

A: **Negotiating**: the importance of good preparation

B: **Performance appraisal**: the importance of assessing levels of staff performance

C: **Project management**: the skills and qualities required to be a good project manager
PART TWO
Mini presentation

Task prompt for Candidate B
You have one minute to prepare a presentation on one of the topics. You then have to talk about it for about one minute.

Task 2

A: Business plan: the factors to consider when creating a business plan

B: Change management: how to make sure that staff can deal with changes

C: Quality control: the importance of quality control today in all areas of business