

Hanley College recruitment fair presentation

You are a member of staff at Hanley college. Learner numbers are down this year so you need to “sell” the college and encourage people to sign up for courses. You have the opportunity to make a 3-minute presentation at a big event organised by local employers to promote activities for their staff.

Your audience will be made up of busy people, who have lots of other organisations competing for their attention! What makes the college special? How can coming on courses help people? Maybe they want to relax / improve job prospects / make friends / develop new interests / get fit.

How will you grab their attention? How will you “sell” the college? How will you persuade them to sign up today?

1. Jot down your thoughts
2. Plan out your presentation
3. Make notes to help you remember
4. Prepare any props or visual aids

Hanley College writing task

You were a student on a course at Hanley college last year. The local paper is running a feature on the college and has asked you to write an article describing your experience on the course and giving your general impression of the college.

First plan out your article. What do you want to include? What are the most important points? How will you begin and end it?

Write about 200 words. Remember to check:

- punctuation (full stops, commas, capital letters, apostrophes)
- spelling (if there are words you can copy from the *Hanley College texts, have you got them right?)
- sentences (have you used conjunctions – and, but, although, because?)
- have you used a variety of adjectives to describe your experience?
- have you been consistent in using past and present tenses as appropriate?