STUDENT | PRESENTER | KEEP PRIVATE

Recommend six headsets

WP1 | Fresh task | Prepare a new 60-90-second recommendation

Six new colleagues need one headset each for online training. The total budget is £120. Recommend a model from the fictional stock list. Do not show your sheet to the listener.

1. Compare the choices

Prices below are per headset and include all charges. All have microphones. Your colleagues' computer ports, the delivery date and warranty conditions are not supplied.

Model	Price each	In stock	Connection
H	£18	6	USB-A plug
J	£20	6	USB-C plug
K	£15	4	USB-C plug

USB-A and USB-C: different plug types. A USB-A plug does not connect directly to a USB-C-only port. An adapter is a separate item.

2. Plan your short talk

Recommend a model, give two reasons and compare an alternative. Calculate the price for six headsets. Say what needs checking before ordering.

My first recommendation, reasons and total price:

One comparison and the next check:

3. Listen to the questions

Present to your colleague. A new need may affect your choice. Explain any change. Answer from the facts; do not invent stock, a delivery promise or warranty conditions.

After questions: my final recommendation and next step:

Ask your listener to explain what they understood. Confirm or correct it.