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Margaret Helliwell

Student's Book

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Plan of the book

Business
situation

Grammar
focus

Listening and
speaking

Vocabulary
focus

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- 2 Countries and regions

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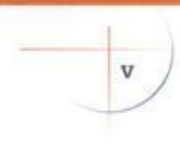
Present continuous for future plans

Making plans and suggestions

- 1 Days, months, dates
- 2 Telling the time



Reading	Culture focus	Business writing	Learning outcomes
			Students can . . .
Talking about jobs	Meeting and greeting		<ul style="list-style-type: none">▪ welcome a visitor.▪ ask for and give personal information.▪ open, continue, and close a conversation.▪ ask for and tell people numbers.▪ talk about countries and regions.▪ understand a text about different jobs.▪ talk about greeting people in different countries.
Offices around the world		Emails	<ul style="list-style-type: none">▪ talk about different types of office.▪ describe an office and talk about routines.▪ ask about and describe a typical day.▪ talk about office equipment and where it is.▪ understand a text about different offices.▪ write an email to ask for information.
The unbreakable cell phone	Business cards in Asia		<ul style="list-style-type: none">▪ understand telephone phrases.▪ talk about what people are doing now.▪ understand telephone messages and talk about cell phones.▪ spell names.▪ use telephone language.▪ understand a text about new smartphones.▪ read a text about business cards in Asia.
Showrooming		An inquiry	<ul style="list-style-type: none">▪ understand conversations in a store.▪ use <i>some/any</i> and <i>much/many</i>.▪ talk about shopping habits and service in stores.▪ understand and give directions.▪ use words that go together.▪ understand a text about the future of shopping.▪ write an email asking for product information.
London to Beijing in two days	Communication styles		<ul style="list-style-type: none">▪ understand a conversation about making appointments.▪ discuss future plans.▪ understand a discussion about plans and make suggestions.▪ talk about times and dates.▪ understand the main idea of a text about future plans.▪ understand different communication styles.



Plan of the book

	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
Unit 6				
Out and about <i>Pages 45–52</i>	Customer service in a hotel	Comparing people, places, and things	Giving advice Talking about traveling	1 Traveling 2 Describing pictures
TOEIC® practice <i>Pages 53–54</i>				
Unit 7				
Tell me about your company <i>Pages 55–62</i>	The story of a company	1 Past simple – regular verbs 2 Past simple – irregular verbs	Successful Asian companies Talking about successful companies	1 Countries and nationalities 2 <i>Make and do</i>
Unit 8				
Let's eat out <i>Pages 63–70</i>	Entertaining in the business world	1 Modal verbs 2 Countable and uncountable nouns	In a food court.	1 Food and drink 2 Invitations
TOEIC® practice <i>Pages 71–72</i>				
Unit 9				
Work and play <i>Pages 73–80</i>	During and after work	1 <i>-ing</i> or <i>to</i> -infinitive 2 Connecting words	Travel and leisure in Asia	1 <i>play/do/go . . .</i> 2 Describing leisure activities
Unit 10				
Come again soon! <i>Pages 81–88</i>	Saying goodbye	1 The <i>will</i> -future 2 Grammar quiz	The workplace in 2025	1 Saying hello and goodbye 2 Vocabulary quiz
TOEIC® practice <i>Pages 89–90</i>				



Reading	Culture focus	Business writing	Learning outcomes
The Richmond Hotel, Jakarta		A confirmation	<p data-bbox="883 383 1120 418">Students can . . .</p> <ul data-bbox="883 459 1430 661" style="list-style-type: none">▪ change a hotel reservation on the phone.▪ compare people, places, and things.▪ talk about vacations and ways to travel.▪ use different words to talk about traveling.▪ describe pictures.▪ understand comments on a hotel.▪ write a confirmation email.
Top jobs for women	Conversation taboos		<ul data-bbox="883 816 1524 1018" style="list-style-type: none">▪ understand somebody talking about a company.▪ talk about things in the past.▪ research and present information about a company.▪ talk about countries and nationalities.▪ ask and answer questions with <i>make</i> and <i>do</i>.▪ understand a text about women in top jobs.▪ understand conversation taboos.
Special requests on MJets		Invitations	<ul data-bbox="883 1078 1529 1339" style="list-style-type: none">▪ understand an invitation and a conversation in a restaurant.▪ use the modal verbs <i>can</i>, <i>must</i>, <i>have to</i>, <i>need to</i>.▪ use countable and uncountable nouns.▪ talk about a restaurant menu.▪ talk about food, drinks, and a favorite dish.▪ invite somebody and say yes or no to an invitation.▪ understand a text about a private jet service.▪ invite somebody and write yes or no to an invitation.
Tourists in Thailand	Body language in Asia		<ul data-bbox="883 1487 1529 1685" style="list-style-type: none">▪ understand a conversation about work and leisure.▪ use <i>-ing</i> and <i>to</i>-infinitive forms after some verbs.▪ use connecting words.▪ understand and talk about travel and leisure in Asia.▪ talk about leisure time activities.▪ understand a text about tourism in Thailand.▪ understand body language in Asian countries.
The ASEAN Economic Community		A thank-you email	<ul data-bbox="883 1730 1521 1958" style="list-style-type: none">▪ understand people saying goodbye.▪ use <i>will</i> and <i>won't</i> to talk about the future.▪ listen to and talk about life in the future.▪ say hello and goodbye and use prepositions after verbs.▪ understand an article about the advantages of the ASEAN Economic Community.▪ write a thank-you email.

Before you begin

Can you match the business situations in Units 1-10 with the photos? Then check the units.

- 1 **Nice to meet you**
At the airport
- 2 **In the office**
Types of office
- 3 **On the phone**
Can I take a message?
- 4 **Buying and selling**
Helping customers
- 5 **What are you doing tomorrow?**
Making an appointment
- 6 **Out and about**
Customer service in a hotel
- 7 **Tell me about your company**
The story of a company
- 8 **Let's eat out**
Entertaining in the business world
- 9 **Work and play**
During and after work
- 10 **Come again soon!**
Saying goodbye



Nice to meet you

1 Business situation

At the airport



A 1 Hiroshi Akimoto works for GameZ, a video games company in Japan. He is at the airport to meet two visitors. Listen. Check (✓) what you hear.

- | | |
|---|---|
| 1 <input type="checkbox"/> Excuse me. | 6 <input type="checkbox"/> This is my colleague. |
| 2 <input type="checkbox"/> No, I'm not. | 7 <input type="checkbox"/> Can I help you with your coat? |
| 3 <input type="checkbox"/> Yes, that's right. | 8 <input type="checkbox"/> That's very kind. |
| 4 <input type="checkbox"/> Good afternoon. | 9 <input type="checkbox"/> How was your flight? |
| 5 <input type="checkbox"/> Welcome to Osaka. | 10 <input type="checkbox"/> It was fine. |

B 1 Listen again. Check (✓) true or false.

	True	False
1 Mr. Akimoto and Mr. Tomlin know each other.		
2 Mr. Tomlin and Ms. Klein arrive in the morning.		
3 The airport is in Osaka.		
4 Ms. Klein is Mr. Akimoto's colleague.		
5 The flight was long and hard.		
6 Mr. Akimoto wants to take a taxi.		

C Work in groups of three. Practice meeting and introducing yourself and others.

Excuse me. Are you . . . ?

My name is . . .

Nice to meet you.

Nice to meet you, too.

How was your flight / your trip?

Good morning/afternoon.

I'm . . . from . . .

This is . . .

Can I help you with . . . ?

- airport colleague flight
 to meet to introduce

I can welcome a visitor.

A Read the information about these four businesspeople.



Hiroshi Akimoto



Lin Yao Chen



Christine Klein



Robert Tomlin

from	Tokyo, Japan	Taipei, Taiwan	Berlin, Germany	Glasgow, Scotland
works in	Osaka, Japan	Osaka, Japan	London, UK	London, UK
company	GameZ	GameZ	Digital Design	Digital Design
job	marketing manager	IT data scientist	video game designer	product manager

Hiroshi Akimoto and Lin Yao Chen are colleagues. They work for GameZ in Japan. What do they do there? Hiroshi is a marketing manager. Lin Yao is an IT data scientist. They like their jobs. They live in Osaka, but they don't come from there. Hiroshi comes from Tokyo. And where does Lin Yao come from? She comes from Taipei.

Christine Klein and Robert Tomlin are colleagues, too. But they aren't in the same department. Christine is a video game designer. Robert is a product manager. They work for Digital Design in London, but they don't live in London. They live outside London. And where do they come from? Robert comes from Glasgow and Christine comes from Berlin. She isn't English. She's German. But she doesn't speak German at work. She speaks very good English. And you? Do you speak good English, too?



He is a marketing manager. She is an IT data scientist.
We use *an* before the letters *a*, *e*, *i*, *o*, and *u*.

B Complete the chart. How many examples of these forms can you find in the text?

The verb <i>to be</i>		
Long form	Short form	Negative
he is		he isn't
she is		
	they're	

Hiroshi is a marketing manager:

C Complete the sentences.

Present simple	
Statements	
Hiroshi for GameZ. He his job.	Hiroshi and Lin Yao for GameZ.
Lin Yao for GameZ, too. She also her job.	They their jobs.
Negatives	
Christine comes from Berlin, but she there.	Christine and Robert work in London, but they there.
Robert comes from Scotland, but he there.	
Questions	
A: Where Lin Yao ?	A: Where Hiroshi and Lin Yao ?
B: She works in Osaka.	B: They work in Osaka.
A: What she ?	A: What they ?
B: She's an IT data scientist.	B: He's a marketing manager. She's an IT data scientist.



What do you do? asks about a person's job.

D Complete the chart.

Present simple			
	Positive	Negative	Questions
I/you/we/they	work	Do ?
he/she/it	doesn't ?

E Work with a partner. Ask your partner five questions with *Do you ... ?* Use these verbs: *work, like, live, come, speak*. Answer your partner's questions.

A: *Do you come from Osaka?*
 B: *Yes, I come from Osaka. / No, I don't come from Osaka. I come from Bangkok.*



Over two and a half million people live and work in Osaka.

- ▶ company ▪ department ▪ marketing manager
- ▶ data scientist ▪ designer

I can ask for and give personal information.