



Edward de Chazal
Ed Pegg

in company 3.0

STARTER STUDENT'S BOOK PACK

A1+

PREMIUM


MACMILLAN

 access to the Online Workbook & Student's Resource Centre

Edward de Chazal

Ed Pegg

in company 3.0

STARTER DIGITAL STUDENT'S BOOK

A1+


MACMILLAN

Contents

Learner information p6			
Unit	Business communication skills	Reading and listening	Language links
01 Sara, this is Ed p8	Visiting a networking event Fluency Introducing yourself and other people Roleplay Asking other people their name	Reading Event handout Company website Listening Introductions at a networking event Alphabet and spelling	Vocabulary Introductions Grammar Questions and answers using <i>be</i> Subject pronouns Possessives adjectives Phrase bank Introducing people
02 I start work at 8 am p14	Using numbers and times Looking at work routines Fluency Talking about your daily work routine  In Company interviews Units 1–2	Reading Text messages Article about a typical day in the office Listening Conversations about daily routines	Vocabulary Numbers and work-related verbs Grammar Present Simple with key words for work Questions with <i>When</i> , <i>What time</i> and <i>How many</i> Phrase bank Telling the time
Survival scenario A: Enjoy your stay! p20	Checking into a hotel Asking questions about hotel facility opening times and locations Roleplay Checking into a hotel and asking about the facilities	Reading Email about travel plans  In Company in action A1: Welcome to The Western Hotel A2: I have a few questions	
03 Where do you work? p22	Looking at jobs and companies Fluency Talking about your job and your company	Reading Work the Net profiles Listening Conversations about jobs, sectors and companies	Vocabulary Jobs, sectors and numbers 10–100 (tens), 100–1,000 (hundreds), 10,000–50,000 (thousands) Grammar Questions with <i>do/does</i> Phrase bank Describing your job and company
04 Can I help you? p28	Making simple telephone calls Making arrangements Roleplay Leaving a message Fluency Talking about dates  In Company interviews Units 3–4	Listening Telephone calls to leave a message and to arrange a meeting	Vocabulary Telephone numbers Dates, days and months Grammar <i>Can</i> for requests and possibility Phrase bank Telephone phrases
Survival scenario B: It's very close p34	Saying where places are in a town Saying where places are in an office Roleplay Asking where places are in a town	Reading Text message about plans to meet  In Company in action B1: I want to get to the office B2: Go straight to the meeting room	
05 I'm here to see Jo p36	Making small talk Roleplay Visiting an office	Reading Emails Office floor plans Listening Conversations with small talk Showing someone around the office	Vocabulary Small talk Job titles Departments Grammar Prepositions: <i>in</i> , <i>on</i> , <i>opposite</i> , <i>next to</i> Phrase bank Arranging a visit Visiting a company

Unit	Business communication skills	Reading and listening	Language links
06 Let's make a start p42	Taking part in meetings Fluency Discussing types of advertising In Company interviews Units 5–6	Reading Meeting agenda Blog post Listening Introduction to a meeting Conversation about meetings Marketing meeting	Vocabulary Meeting words and phrases Grammar Frequency words, verbs, nouns and time phrases Questions with <i>How often/Do you</i> Phrase bank Useful phrases for meetings
Survival scenario C: Don't mention it p48	Asking for a favour Responding to requests for a favour Roleplay Making and responding to requests for a favour	Reading Business article: How to ask for a favour In Company in action C1: I know you're busy but ... C2: There's just one more thing	
07 Business on the move p50	Talking about changes in technology Fluency Talking about your life and career	Reading Article about changing technology Listening The life of a business speaker -ed pronunciation	Vocabulary Adjectives and opposites Grammar Past Simple Phrase bank Talking about technology and communication
08 I'd like to talk about ... p56	Giving presentations Fluency Talking about changes and results Roleplay Giving a sales presentation In Company interviews Units 7–8	Reading Email about investment opportunities Listening Presentation about sales results Question and answer session	Vocabulary Describing change Grammar Past Simple irregular verbs Questions and negatives in the past Phrase bank Useful presentation language
Survival scenario D: Click the icon p62	Giving instructions and responding to instructions for common office tasks Roleplay Giving instructions for sending an email and printing a document	Reading Email about a training session In Company in action D1: It's really easy, I promise D2: For an outside line, press 9	
09 Where should I stay? p64	Planning a business event Roleplay Organizing food for a business event Fluency Giving travel tips to visitors	Reading Business invitation Listening Planning business events Talking about places	Vocabulary Opposites Food Places Grammar Making suggestions <i>some</i> and <i>any</i> Phrase bank Asking for suggestions
10 Is cash okay? p70	Negotiating Roleplay Negotiating a deal In Company interviews Units 9–10	Reading Email about a negotiation Contract Listening Negotiations about delivery, price and discounts	Vocabulary Contract language Grammar Talking about the future Phrase bank Requesting, refusing and accepting
Survival scenario E: What's Eton mess? p76	Describing food Talking about food from different countries Fluency Describing a dish from your country or region	Reading Menu of a British restaurant In Company in action E1: How about a British restaurant? E2: Tell us about Spanish food	
Irregular verb list p78	Writing bank p80	Additional material p82	Listening scripts p89

Learner information

Icons

The icons show the skills you will practise in each section of the Student's Book.

Key



reading



speaking



writing



listening



vocabulary



grammar

Skills practised
in this section

Reading activities
1, 2, 3

Event handouts

1 Read the handout and write the name of the company.

A-Z Networking

Welcome to A Z Networking and welcome to our networking event
It's great to meet you. This is our committee. Please contact us with any questions or ideas for our next networking event.
Remember talk to everyone
We hope you enjoy the networking event!

BOB

This is Bob Wiley. He's our chairman. His email is bob@aznetworking.com

JANE

This is Jane Gomez. She's our secretary. Her email is jane@aznetworking.com

2 Read the handout again and answer the questions.

a What is the secretary's name? _____
b What is the chairman's name? _____
c What is the chairman's email address? _____

3 Circle the correct answer.

a Is this a networking event? Yes, it is. / No, it isn't.
b Is Bob Wiley the secretary? Yes, he is. / No, he isn't.
c Is the company called 123 Networking? Yes, it is. / No, it isn't.

QUESTION TIME

Complete the questions below with the missing word.

What _____ the secretary's name?
What _____ the secretary's email address?
What _____ the name of the company?

4 1.08 Listen and write the people's names.

1 Juan introduces _____ to _____
2 George introduces _____ to _____
3 Ed introduces _____ to _____

5 1.08 Listen again and complete the conversations.

1 Juan: Sara, _____ Carolina.
Sara: Good to meet you, Carolina.
2 George: Hello, I'm George.
Sara: I'm Sara. Great to meet you, George.
George: _____
3 Ed: Hi, George. George, _____ Chris. Chris, this is George.
George: Hello, Chris. Nice to meet you.

6 Work in groups of three. Introduce yourself and the other people in the group.

Hello, I'm Tom.
Hi Tom, I'm Jaime.
Nice to meet you, Jaime. Jaime, this is Anna.
Great to meet you, Jaime.

Colleagues

1 Look at Ed Marcel's company website and answer the questions.

a What type of company is this? _____
b What is Ed's job? _____
c Who is Head of events? _____

Home
About us
Contact us
Gallery

Welcome to **The Teambuilding Company** *Building teams, building profits*

Our team
Manager
Head of events
Teambuilding trainers
Web developer

Jane Goodwin
George Myland
Veronica Pascale
Ray Quinn
Brian Baxter
Ed Marcel

About us
The Teambuilding Company offers (a) _____ a great team building experience. (b) _____ can help (c) _____ with all your team building needs. From meeting people to building new teams for your company (d) _____ team is ready to help (e) _____. Contact us now!

2 1.09 Listen to the description of Ed's company and complete the 'About us' section above.

3 1.10 Listen and circle the words you hear.

a Is George you / your manager?
b Yes, he is / she's.
c What's her / his name?

4 Complete the table using the words in the box.

	Subject pronoun	Possessive adjective
	I	my
a	you	
	he/Ed	his/Ed's
b	she/Sara	her/Sara's
	it	its
c		our
d		your
	they	their

5 Complete the sentences using words from the table in 4.

a Hello, I'm Veronica. _____ surname is Pascale.
b I'm Ed. _____ manager is Charles.
c Hi Sara, this is Veronica. _____ is my manager.
d Nice to meet you, Veronica. Who's _____ manager?
e I'm Carla, and this is Natalia. _____ are managers.

6 Talk to three people. Ask and answer the questions and complete the table below.

What's your name?	Can you spell your surname?	What's your manager's name?	
Person	First name	Surname	Manager
1			
2			
3			










Listening
activities 4, 5

Speaking activity 6

6

LEARNER INFORMATION

in company 3.0 Student's Book instructions

Complete	 Complete	Take turns	
Circle	(yes) / no	Look at page	
Match	1 → three 2 → one 3 → two	Ask and answer	
Tick	yes <input type="checkbox"/> / no <input checked="" type="checkbox"/>	Check your answers	
Point		Work with a partner	
Repeat		Work in groups	
Underline	<u>yes</u> / no		

Classroom language

Try to use English all the time in class. Here are some useful expressions.

What does excellent mean?

It means very good.

How do you spell networking?

N-E-T-W-O-R-K-I-N-G

Sorry, I don't understand.

Okay, we can try again.

Sorry I'm late.

That's fine. Please sit down.

Could you repeat that, please?

Yes, look at page 50.

Could you write it, please?

Sure, no problem.

Which page is it?

Page 25.

01

Sara, this is Ed

If plan A doesn't work, the alphabet has 25 more letters.

Claire Cook, writer

Circle the correct number.

There are 24 / 25 / 26 letters in the English alphabet.

Learning objectives: Unit 1

Business communication skills

Visiting a networking event; Fluency: Introducing yourself and other people; Roleplay: Asking other people their name

Reading Event handout; Company website

Listening Introductions at a networking event; Alphabet and spelling

Vocabulary Introductions

Grammar Questions and answers using *be*; Subject pronouns and Possessive adjectives

Phrase bank Introducing people

A networking event



1 Look at the notice and tick (✓) the correct place.

- a company office ☐
b networking event ☐

2 1.01 Listen and tick (✓) the names you hear.

- Ed ☐ Eva ☐ Fiona ☐
Juan ☐ Giovanni ☐ Sara ☐

3 1.02 Listen and put the conversation below in the correct order.

- Nice to meet you. ☐
Hello, what's your name? ☐
Eva. ☐

4 1.03 Listen to three conversations and match the people talking.

- 1 Ed a Stefan
2 Sara b Eva
3 Juan c Fatma

5 1.03 Listen again and tick (✓) the phrases you hear.

	1	2	3
Hello/Hi, I'm ...			
What's your name?			
Nice to meet you.			

6 Work with a partner. Say your names.

Hi, I'm _____. What's your name?

Hello, _____. Nice to meet you. I'm _____.

Good to meet you _____.

Letters and names



1 **1.04** Read and listen to the alphabet.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



2 **1.04** Listen again and repeat the alphabet.

3 Write each letter in the column with the same sound.

/eɪ/	/i:/	/e/	/aɪ/	/əʊ/	/u:/	/ɑ:/
A	B	F	I	O	Q	R



4 **1.05** Listen and check your answers.



5 **1.06** Listen and write the letters you hear.

- | | | |
|---------|---------|----------|
| 1 _____ | 5 _____ | 9 _____ |
| 2 _____ | 6 _____ | 10 _____ |
| 3 _____ | 7 _____ | 11 _____ |
| 4 _____ | 8 _____ | 12 _____ |

Writing tips

Use a capital letter for the first letter of a first name and surname.

Rachel Lovering

Becca Sandison



6 **1.07** Listen to the conversations and circle the correct names.

~~Sally Henderson~~

Sara Henley

Sue Hamley

Ed Marsell

Ed Marcel

Juan Simons

Jane Symonds

Jane Taylor

7 Work with a partner.

Speaker A: Look at page 82.

Speaker B: Look at page 84.

I'm Sara Henley.

Can you spell your surname, please?

Yes, it's H-E-N-L-E-Y.

Event handouts

1 Read the handout and write the name of the company. _____

A-Z Networking

Welcome to A-Z Networking and welcome to our networking event.

It's great to meet you. This is our committee. Please contact us with any questions or ideas for our next networking event.

Remember – talk to everyone.

We hope you enjoy the networking event!

BOB



This is Bob Wiley. He's our chairman. His email is bob@aznetworking.com

JANE



This is Jane Gomez. She's our secretary. Her email is jane@aznetworking.com

2 Read the handout again and answer the questions.

- a What is the secretary's name? _____
- b What is the chairman's name? _____
- c What is the chairman's email address? _____

3 Circle the correct answer.

- a Is this a networking event? Yes, it is. / No, it isn't.
- b Is Bob Wiley the secretary? Yes, he is. / No, he isn't.
- c Is the company called 123 Networking? Yes, it is. / No, it isn't.







QUESTION TIME


Complete the questions below with the missing word.

What _____ the secretary's name?
 _____ the secretary's email address?
 _____ the name of the company?


Natural language

In introductions we use short forms like *I'm* (not *I am*):

-  *I'm Stefan.*
-  *What's your name?*
-  *It's Juan Simons.*
-  *Nice to meet you./*
Good to meet you.

4  1.08 Listen and write the people's names.

- 1 Juan introduces _____ to _____.
- 2 George introduces _____ to _____.
- 3 Ed introduces _____ to _____.

5  1.08 Listen again and complete the conversations.

- 1 **Juan :** Sara, _____ Carolina.
Sara: Good to meet you, Carolina.
- 2 **George:** Hello, I'm George.
Sara: I'm Sara. Great to meet you, George.
George: _____.
- 3 **Ed:** Hi, George. George, _____ Chris. Chris, this is George.
George: Hello, Chris. Nice to meet you.

6 Work in groups of three. Introduce yourself and the other people in the group.

Hello, I'm Tom.

Nice to meet you, Jaime. Jaime, this is Anna.

Hi Tom, I'm Jaime.

Great to meet you, Jaime.