

in company 3.0

STARTER STUDENT'S BOOK PACK

PREMIUM



Edward de Chazal Ed Pegg

in company 3.0

STARTER DIGITAL STUDENT'S BOOK

A1+



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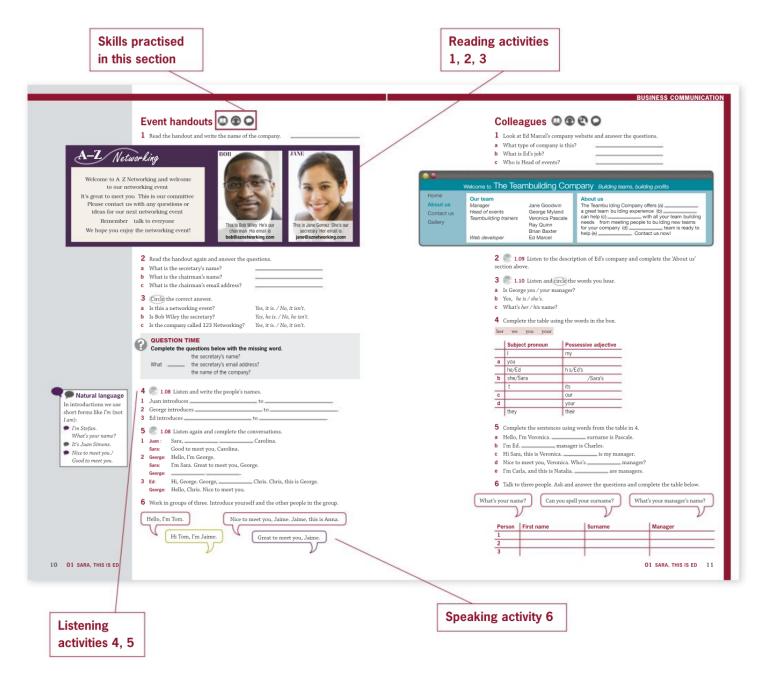
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Unit		Reading and listening	Language links
06 Let's make a start p42	Taking part in meetings Fluency Discussing types of advertising In Company interviews Units 5–6	Reading Meeting agenda Blog post Listening Introduction to a meeting Conversation about meetings Marketing meeting	Vocabulary Meeting words and phrases Grammar Frequency words, verbs, nouns and time phrases Questions with How often/Do you 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	
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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
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Where should I stay?	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 some and any Phrase bank Asking for suggestions
ls cash okay?	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
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Learner information

Icons

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



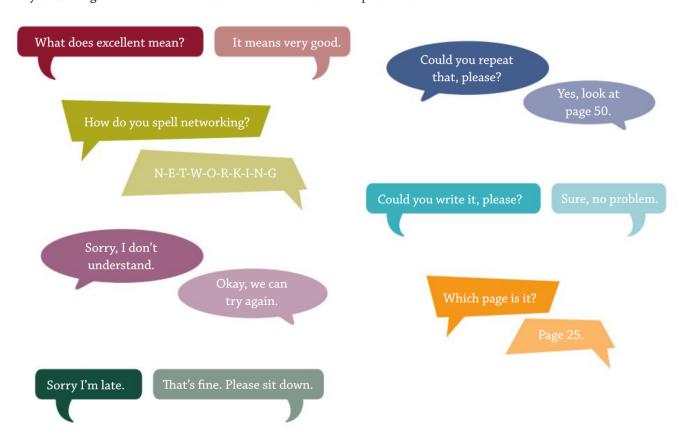


in company 3.0 Student's Book instructions

Complete	Complete	Take turns
Circle	(yes)/ no	Look at page
Match	three one two	Ask and answer
Tick	yes / no 🗸	Check your answers
Point		Work with a partner
Repeat	networking networking	Work in groups
Underline	<u>yes</u> / no	

Classroom language

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



01

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.

7

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

8

01 SARA, THIS IS ED

Sara, this is Ed

- 1 Look at the notice and tick (✓) the correct place.
- a company office
- **b** networking event

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

Hello,

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?

Nice to meet you. I'm

Good to meet you



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



1.04 Listen again and repeat the alphabet.

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

/eɪ/	/iː/	/e/	/aɪ/	/əʊ/	/uː/	/aː/
A	В	F	/	0	Q	R



1.05 Listen and check your answers.

1.06 Listen and write the letters you hear.

10 ____

11 ____

7

12 ____

Rachel Lovering

Writing tips

Use a capital letter for

the first letter of a first

name and surname.

Becca Sandison

1.07 Listen to the conversations and circle the correct names.

Jany menuelson

Sara Henley

Sue Hamley

Ed Marsell

Ed Marcel

Juan Simons

Jane Symonds

Line Tavlor

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.



O1 SARA, THIS IS ED

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!



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



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

QUESTION TIME

Complete the questions below with the missing word.

the secretary's name?

What _____ the secretary's email address?

the name of the company?

Natural language

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

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

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•	The second second	1.00	LISTEIL	anu	WILLE	une	DEODI	C 3	Hames	5

- 1 Juan introduces _______to _____
- 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.