

OXFORD

Business Result

SECOND EDITION



Starter Student's Book

John Hughes & Penny McLarty

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OXFORD
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Introduction

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		Working with words	Language at work	Practically speaking	Business communication	Talking point	Outcomes – you can
1	You	Introducing yourself Jobs	<i>I'm / you're / Are you ...?</i>	Spelling	Meeting people	Meeting people at a conference	<ul style="list-style-type: none"> introduce yourself talk about jobs ask about names and jobs spell meet people
		4–9					
2	Company	Companies and countries	<i>is / isn't</i>	Numbers 0–9	Starting a phone call	The company game	<ul style="list-style-type: none"> talk about companies and countries ask about people and companies say numbers 0–9 start a phone call
		10–15					
3	Workplace	Your company	<i>We / They are Wh- questions</i>	Email and website addresses	Sending email requests	What's the answer?	<ul style="list-style-type: none"> talk about your company ask questions say email and website addresses email a request
		16–21					
4	Departments	Responsibilities and departments	Present simple: <i>I / you / we / they</i>	<i>there is / there are</i>	Taking and leaving a message	Voicemail messages	<ul style="list-style-type: none"> talk about responsibilities and departments ask about people and departments describe departments take and leave a message
		22–27					
Viewpoint 1  VIDEO People in business 28–29							
5	Products	Company types and activities	Present simple: <i>he / she / it</i>	Big numbers	Ordering	The question game	<ul style="list-style-type: none"> talk about company types and activities ask about company products say big numbers order a product
		30–35					
6	Entertaining	Food and drink	<i>can / can't</i>	Days and times	Inviting, accepting and declining	Making conversation in the restaurant	<ul style="list-style-type: none"> talk about food and drink talk about ability say days and times invite, accept and decline
		36–41					
7	Technology	Office technology	Possessive adjectives	<i>this / that / these / those</i>	Giving instructions	Guess the technology	<ul style="list-style-type: none"> talk about office technology talk about what's in your office give instructions
		42–47					
8	Travel	Transport and travel	<i>was / were</i>	Months and dates	Arranging a meeting	When can we meet?	<ul style="list-style-type: none"> talk about transport and travel talk about the past say months and dates arrange a meeting
		48–53					
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Practice files	56–71
Communication activities	72–75
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Introduction

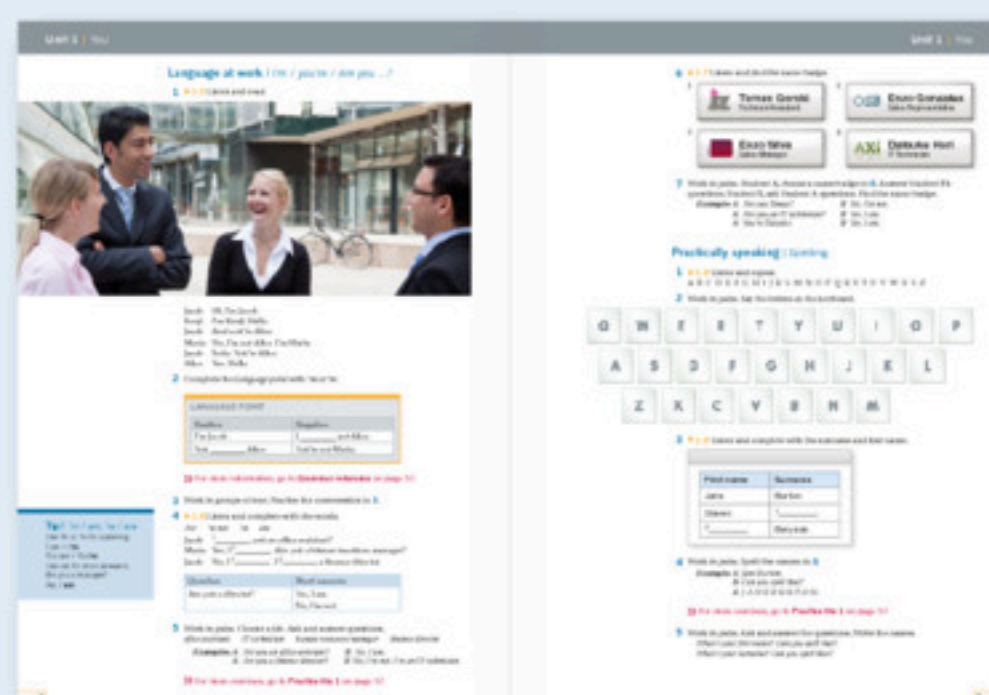
What's in the Student's Book?

Welcome to *Business Result Second Edition Starter*. In this book you will find:
8 units, 2 Viewpoint video lessons, Practice files, Communication activities, Audio scripts.

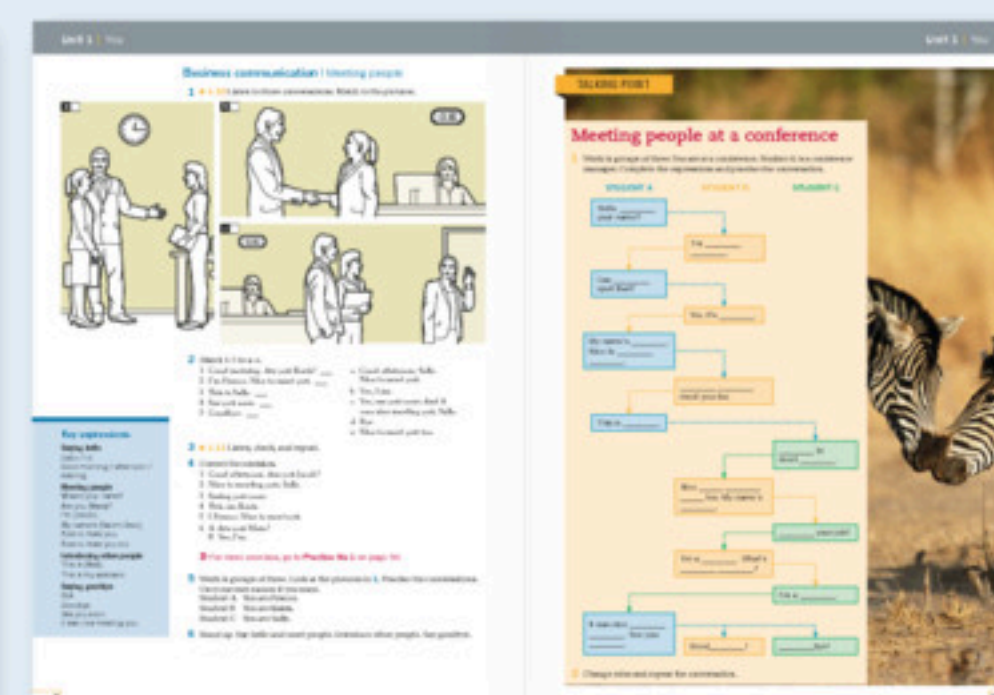
Student's Book | Main unit



Working with words
Vocabulary



Language at work
Grammar

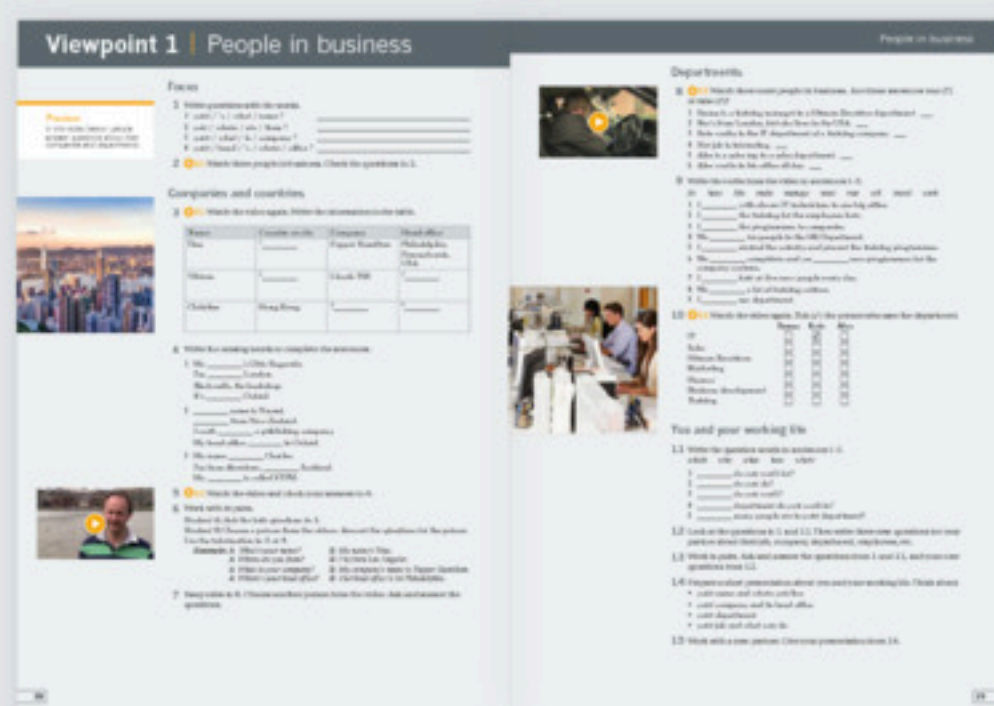


Business communication
Key expressions

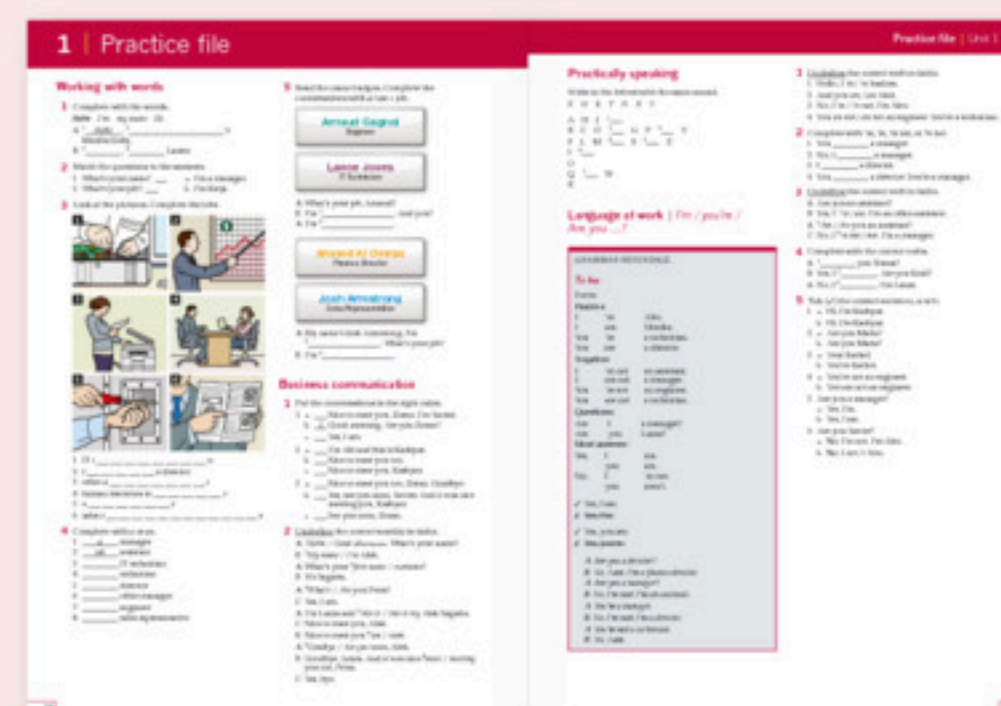
Practically speaking
Everyday English

Talking point
Fluency task or game

Student's Book | Viewpoint lesson



Student's Book | Practice file





1

You

Starting point

- 1 What's your name?
- 2 What's your job?

Working with words | Introducing yourself | Jobs

- 1 ▶ 1.1 Listen and read.



- 2 ▶ 1.1 Listen again and repeat.
- 3 Work in pairs. Introduce yourself.
*Examples: Hello, my name's (Sarah Kocian).
Hi, I'm (Yann).*
- 4 Stand up. Introduce yourself to other students.

5 ▶ 1.2 Listen and read.



1 IT technician



2 finance director



3 office assistant



4 sales representative



5 engineer



6 human resources manager

6 ▶ 1.3 Listen and repeat.

- | | |
|---------------------|-----------------------------|
| • • •
technician | • • •
director |
| • • •
assistant | • • • • •
representative |
| • • •
manager | • • •
engineer |

7 ▶ 1.4 Listen and complete with a job from 5.

Fabienne I'm a ¹ _____ . What's your job, Luis?
 Luis Oh, I'm a ² _____ .
 Paula What's your job, Tageshi?
 Tageshi I'm an ³ _____ . And you?
 Paula I'm an ⁴ _____ .

8 Work in pairs. Practise the conversations in 7.

» For more exercises, go to **Practice file 1** on page 56.

9 Work in pairs. Practise the conversations in 7 with your name and job.

Tip | a / an
 a **m**anager
 a **d**irector
 an **a**ssistant
 an **e**ngineer

Language at work | I'm / you're / Are you ...?

1 ▶ 1.5 Listen and read.



Jacob Hi, I'm Jacob.
 Kenji I'm Kenji. Hello.
 Jacob And you're Alice.
 Maria No, I'm not Alice. I'm Maria.
 Jacob Sorry. You're Alice.
 Alice Yes. Hello.

2 Complete the *Language point* with 'm or 're.

LANGUAGE POINT	
Positive	Negative
I'm Jacob.	I _____ not Alice.
You _____ Alice.	You're not Maria.

» For more information, go to **Grammar reference** on page 57.

3 Work in groups of four. Practise the conversation in 1.

4 ▶ 1.6 Listen and complete with the words.

Are 'm not 'm am
 Jacob ¹ _____ you an office assistant?
 Maria Yes, I ² _____. Are you a human resources manager?
 Jacob No, I ³ _____. I ⁴ _____ a finance director.

Question	Short answers
Are you a director?	Yes, I am. No, I'm not.

5 Work in pairs. Choose a job. Ask and answer questions.

office assistant IT technician human resources manager finance director

Examples: A Are you an office assistant? B Yes, I am.
 A Are you a finance director? B No, I'm not. I'm an IT technician.

» For more exercises, go to **Practice file 1** on page 57.

Tip | 'm / am, 're / are

Use 'm or 're for speaking:

I am = I'm

You are = You're

Use *am* for short answers:

Are you a manager?

Yes, I am.

6 ▶ **1.7** Listen and find the name badge.

1		2	
3		4	

7 Work in pairs. Student A, choose a name badge in **6**. Answer Student B's questions. Student B, ask Student A questions. Find the name badge.

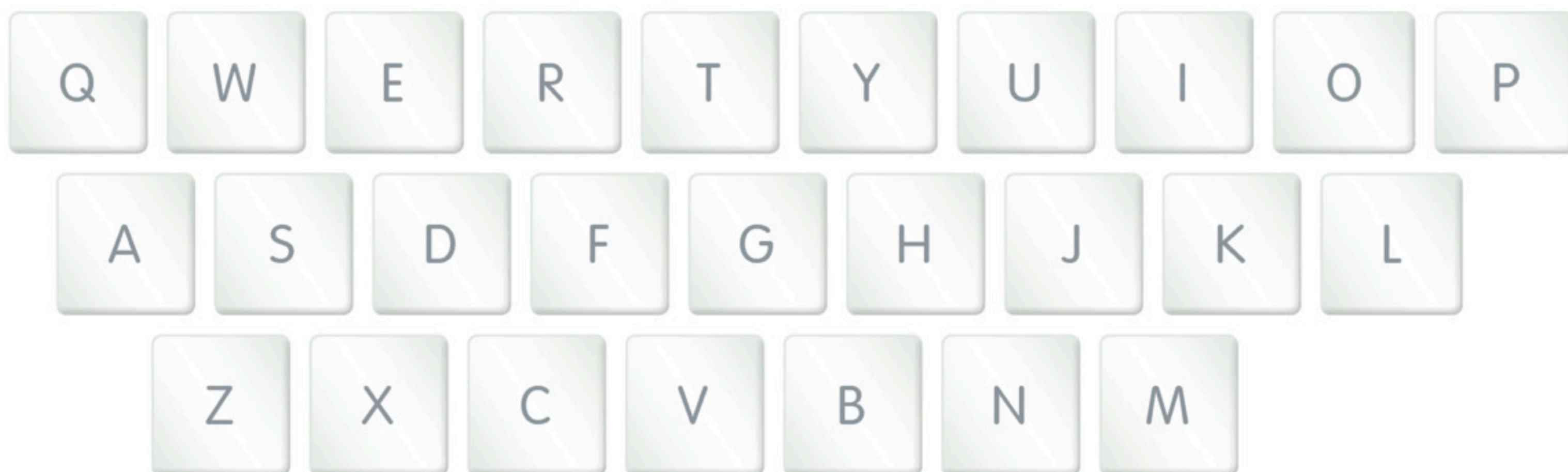
Example: A Are you Tomas? B No, I'm not.
 A Are you an IT technician? B Yes, I am.
 A You're Daisuke. B Yes, I am.

Practically speaking | Spelling

1 ▶ **1.8** Listen and repeat.

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 Work in pairs. Say the letters on the keyboard.



3 ▶ **1.9** Listen and complete with the surname and first name.

First name	Surname
Jane	Burton
Steven	1 _____
2 _____	Borysiak

4 Work in pairs. Spell the names in **3**.

Example: A Jane Burton.
 B Can you spell that?
 A J-A-N-E B-U-R-T-O-N.

» For more exercises, go to **Practice file 1** on page 57.

5 Work in pairs. Ask and answer the questions. Write the names.

What's your first name? Can you spell that?
 What's your surname? Can you spell that?