Lifestyle

English for work, socializing & travel

Pre-Intermediate Workbook

AUDIO CD

John Sydes & Marie Kavanagh

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1

A Present simple and continuous
B Present simple and adverbs of frequency
C **Communication strategies** Requests
D **Interaction** Networking

Building networks

A Present simple and continuous

1 1 Listen to four people talking about their lives in another country and complete the table.

	Country he/she is from	City he/she is living in at the moment	What he/she likes about the city they live in	What he/she doesn't like about the city they live in	Who he/she knows
1 Christof	*Germany*				
2 Chandrika				*the weather*	*Jenny, Christof*
3 Jenny			*the shops*		
4 Chun Hua	*China*				

2 Complete this text. Use the present simple or present continuous form of the verbs in brackets.

It's 8:30 a.m. in New York and Christof [1] *is walking* (walk) to work. At the same time, Chandrika [2] _____ (work) on an important project with her team of IT specialists. She [3] _____ (call) a meeting three times a week to check progress. It [4] _____ (rain) outside and Chandrika is happy she's in the office. Jenny [5] _____ (phone) home as often as possible. She [6] _____ (miss) her friends. Right now, she [7] _____ (fly) to Munich. It's 10:30 a.m. and Chun Hua [8] _____ (study) in the university library.

3 Correct these sentences.

1 Sam ~~is liking~~ *likes* London.
2 I listen to you. Please continue.
3 New York is having a lot of people.
4 I am driving to London every weekend.
5 Are you knowing Samantha?
6 John phones his mother right now so I can't ask him.
7 Are you wanting a cup of tea?
8 I'm not needing any help at the moment, thank you.

4 Match words 1–6 with words/phrases a–f to form collocations.

1 know	a weight
2 drink	b mistakes
3 belong to	c a lot of people
4 make	d Maths
5 study	e mineral water
6 lose	f a professional organization

5 Complete these sentences. Use the collocations from exercise 4 in the correct form: present simple or present continuous.

1 Mr Lee is from our Beijing office. He *knows a lot of people*. He thinks a big network is very important for business.
2 I'm a student at London University. I _____ because I want to be a Maths teacher.
3 I _____ every year when I train for the marathon. It's usually four or five kilos.
4 Sue only _____. She doesn't drink any tea or coffee.
5 It's normal in life to _____. The important thing is to learn from them.
6 I'm a teacher and I _____ of other teachers all over America. It's great for meeting people and getting new ideas.

1 Complete this article about networking in China. Use one word from the box in each gap.

network successful acquaintances ~~relationship~~ contacts socializing people benefits

In China, business usually starts with developing a good 1 *relationship* with your business partners. This can be a slow process. It is important to have a strong 2_____ of contacts with suppliers, banks, government officials and other business people. In China they call this *guanxi*. In the west, we describe a 3_____ business person as rich; in China they describe this person as someone with a lot of 4_____. There are many 5_____ of *guanxi*: information; getting things done quickly and support in many areas. It is not easy to become part of a network and it can take a long time. It helps if you have friends and 6_____ in the network and they can introduce you. Once you are in the network, you need to maintain your good connections by 7_____ , giving small gifts and helping people.

Guanxi is about 8 _____ and not groups or companies so if you change your job, you take your connections with you. *Guanxi* is for life. It is possible for foreigners to become part of the network, but it may take longer.

2 Put the words in the correct order to make sentences.

1 always/fish/Friday./on/We/eat
We always eat fish on Friday.

2 you/doing?/are/What
_____

3 work/Does/he/London?/in
_____

4 morning./emails/every/check/normally/I/my
_____

5 send/you/postcards?/usually/Do
_____

6 time/get/morning?/What/Silvia/does/up/the/in
_____

7 two/attend/I/every/year./conferences
_____

8 English/Canada./am/studying/I/in
_____

3 Complete these pairs of sentences. Put the frequency adverb in brackets in the correct place.

1 a John *sometimes* goes to conferences to get new business contacts. (sometimes).
b He doesn't remember names. (always)

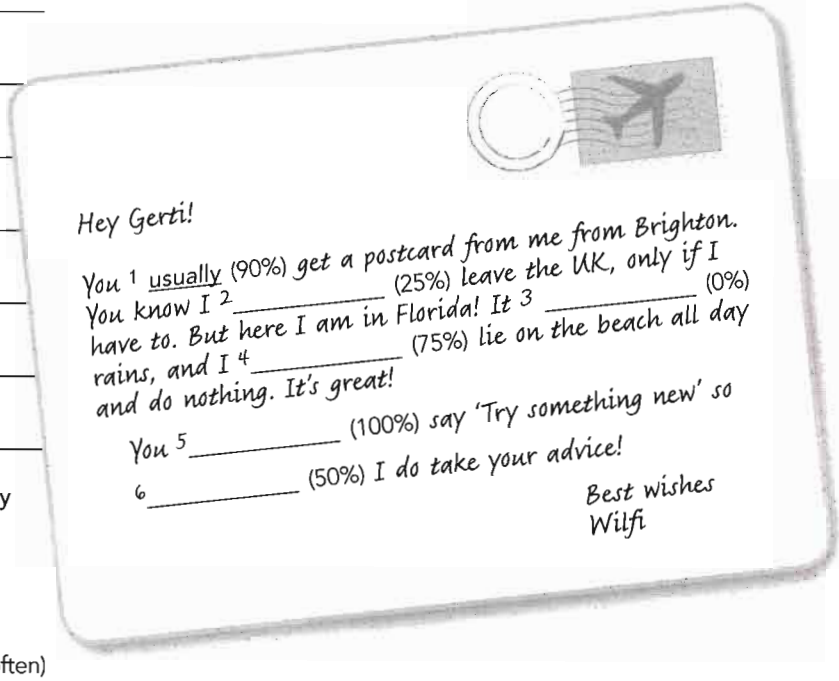
2 a Americans change jobs several times in a lifetime. (often)
b They don't stay in the same town all their lives. (normally)

3 a I throw away business cards. (never)
b I don't remember to put them in a box. (usually)

4 a I go to social events because it's important to stay in touch with contacts. (frequently)
b I don't stay until the end of the event. (normally)

4 Complete this postcard. Use an appropriate adverb of frequency from the box in each gap

~~usually~~ never often rarely always sometimes



Hey Gerti!

You 1 usually (90%) get a postcard from me from Brighton. You know I 2_____ (25%) leave the UK, only if I have to. But here I am in Florida! It 3 _____ (0%) rains, and I 4_____ (75%) lie on the beach all day and do nothing. It's great!

You 5_____ (100%) say 'Try something new' so 6_____ (50%) I do take your advice!

Best wishes
Wilfi

1 Match requests a–e with the correct situations.

a Could you cover for me?

b Hi! Can you pick me up?

c Do you mind if I try it?

d Would you give me a hand?

e Do keep in touch.

1 You arrive very late by plane at the airport. There are no buses at this time. ☐

2 A good friend of yours is leaving to do an internship in Canada. You want to hear from him. ☐

3 You're moving house/ office. You need someone to help you. ☐

4 Your friend has a new digital camera. It looks very interesting. ☐

5 You want to take a longer lunch break. You ask your colleague if she could do your work. ☐

2 Match answers 1–6 with requests a–f.

1 Could I borrow your dictionary, please?

2 May I help you with your cases?

3 Do you mind if I take the last cookie?

4 Could you possibly pick me up at the hotel?

5 Do you think you could lend me $50?

6 Can you give me a lift into town?

a Of course. What time shall I come?

b I'd rather you didn't. I'm hungry!

c Sure. Here you are.

d OK. But when can you pay me back?

e I'm afraid not. I'm going in the other direction.

f That's OK. I can manage.

3 Look at replies a–f in exercise 2 again. Decide which replies are saying 'yes' (Y) and which are saying 'no' (N).

a (Y)

b ☐

c ☐

d ☐

e ☐

f ☐

4 Complete these requests. Choose the correct words/phrases.

1 *Do / Would* you like a cup of coffee?

2 *Do you mind helping / May you help* me with this translation?

3 *Could you tell / Tell* me the way to the station?

4 *Would you /Do you* like to have dinner with me this evening?

5 *Do / May* I carry your bags for you?

6 *Do you / May you* mind if I go early today?

5 2 Listen to the conversations and complete the answers to each request.

1 Sorry. I'm _____ I _____ it myself this evening. ☐

2 Please _____ _____. ☐

3 No, not _____ _____.Go _____. ☐

4 _____ free. ☐

5 Not _____ _____. ☐

6 Sure. _____ you _____. ☐

6 Listen again and decide if B is saying 'yes' (Y) or 'no' (N) to each request.

1 Put this conversation in the correct order.

a Is this your first visit to the conference? ☐
b Pleased to meet you, too. ☐
c No, I came last year. May I give you my business card? ☐
d It's a pleasure to meet you. (1)
e Sure. Thanks. Here's mine. ☐
f It is actually. And you? ☐

2 Read these notices and decide who can help each other. Complete the sentences.

1 Debbie and _____ can help each other.
2 Daniel and _____ can help each other.

I'm a busy, full-time music teacher with two small children. I have no time for hobbies and I'm studying again at university. Would like to swap piano lessons for baby-sitting three times a week.
Contact Debbie at DebRowe@t-online.com

Do you like fresh food? Would you like to eat more healthy foods? I'm planning to start a community vegetable garden. Do you want to join in? Of course you get free vegetables and plenty of fresh air in return for your help and the chance to meet people like you who want fresh products with no chemicals.
Email Daniel at Danielgarden@yahoo.com

I'm a retired person and new to the area. Unfortunately I have no relatives or friends here. I'm seeking an outdoor activity where I can be useful and meet new people. Who needs me? Edward, Edwardsmith@contact.de

My children are away at university and suddenly I have a lot of spare time. I have no hobbies to keep me busy. I want to work but I have no work experience. Does anyone need an experienced childminder? I would love to learn to play an instrument.
Please contact May, Maydunne@mailtoyou.com

3 Find words or expressions in the notices in Exercise 2 which mean the same as these words/phrases.

1 to exchange ___swap___
2 get in touch _____
3 have a lot to do _____
4 neighbourhood _____
5 take part in _____
6 members of a family _____
7 looking for _____
8 person who looks after children _____

4 Complete these email replies. Use the verbs in brackets in the correct form: present simple or present continuous.

1

Dear Debbie,
You [1]_____ (look for) a baby-sitter and I [2]_____ (try) to teach myself the piano. I [3]_____ (think) we can swap services! I [4]_____ (need) to do something with my time now my children are no longer at home.
[5]_____ (you/want) references? Please contact me to arrange a meeting.
May

2

Dear Daniel,
I [6]_____ (like) the idea of a community garden.
Also I [7]_____ (want) to work outdoors and meet people.
My diet is simple. I [8]_____ (not eat) meat so the free vegetables are a bonus. I am very excited about taking part in your project. I look forward to your answer.
Eddie