

1

Working life

Starting point

- 1 What kind of business or organization do you work for?
- 2 Where do you spend most of your working day? At your desk, in meetings or somewhere else?
- 3 How much of your time is spent working on your own, with colleagues or with clients?

Working with words | Describing work

- 1 What kind of information do these places have about you and your job?
 - A company website
 - A personal webpage
 - A social media site such as Facebook or LinkedIn
 - A brochure or publication such as a conference programme
- 2 Read these profiles about people from a training company website and answer the questions.
 - 1 What is the name of the company? What kinds of training courses does it provide?
 - 2 Which people work full-time for the company?
 - 3 Which people are freelance and sometimes work for the company?



HOWARD BRIGHT

I'm the Director of In-balance, which I set up in 1996. We offer high quality training services

throughout the UK. I'm mainly **in charge of** planning and coordinating our courses. I **work with** a team of full-time office staff and freelance trainers.



EMRANN BHATT

I **work as** a trainer for In-balance and run regular courses on using mobile

technologies in marketing. I'm also a marketing consultant with my own agency. I **specialize in** online marketing and a large part of my work involves developing marketing strategies for small-to-medium sized business owners.



TASIA CLIFFORD

I work part-time for In-balance and I **am responsible for** running their courses on

employment law and health and safety. For the rest of the time, I'm a business lawyer with experience in the fields of employment law and health and safety. Most of my work **consists of** advising managers and businesses in these two areas. My clients come from a range of businesses and organizations.



FEY DE BOUTILIER

I **work in** customer services for In-balance. As the customer

service representative, I mainly **deal with** enquiries and bookings from a variety of clients ranging from multinational corporations to individual customers.

- 3 Complete this table with information about Tasia, Emrann and Fey from their profiles in 2.

	Job(s)	Colleagues and clients	Main area(s) of business	Workplace activities
Howard	Director	office staff and freelance trainers	training	planning and coordinating courses
Tasia				
Emrann				
Fey				

- 4 Discuss with a partner. How many full-time, part-time and freelance staff do you have in your company?
- 5 Complete the verb phrases in these sentences with a preposition. Check your answers by looking for the same verb phrases in **bold** in the profiles in 2.
- I work _____ a large group of people. We make a great team.
 - I'm responsible _____ planning and budgeting.
 - My job consists _____ advising businesses and organizations on employment law.
 - I'm in charge _____ coordinating sales teams across the region.
 - I specialize _____ workplace motivation.
 - I work _____ a receptionist in a large multinational.
 - I work _____ the areas of finance and accounting.
 - I deal _____ after-sales enquiries.
- 6 Which of the categories a–d do sentences 1–8 refer to? (Some of the sentences can refer to more than one category.)

- Job _____
- Colleagues and clients 1
- Areas of business _____
- Workplace activities _____

» For more exercises, go to **Practice file 1** on page 106.

- 7 Work with a partner. Tell your partner about your job. Use the verb phrases from 5.
- 8 Write a profile about yourself and your job for your company website.

Tip | *mainly*

You can use the adverb *mainly* to emphasize your main workplace activities. Notice the position is after the verb *to be* but before the main verb:

*I'm **mainly** responsible for planning.*

*I **mainly** deal with taking bookings.*

About yourself



Language at work | Present simple and present continuous

- 1 In what situations do you have to give a short personal presentation about yourself and your work?



- 2 ► 1.1 Listen to a conversation between Emrann Bhatt and Veronique Demer and answer the questions.

- 1 What is the course?
- 2 What does Emrann ask everyone to do?
- 3 What kind of charity does Veronique work for?
- 4 What is she responsible for?
- 5 Where is she mainly based?
- 6 What is her reason for taking the course?

- 3 ► 1.1 Listen again and write the missing verbs in these sentences.

- 1 I work for a medical charity.
- 2 In my job, I often _____ with fundraising projects and advertising campaigns.
- 3 I _____ currently _____ a campaign to raise over a million euros.
- 4 I _____ and _____ in London for three months.
- 5 Why _____ you _____ this course today?
- 6 My organization usually _____ in traditional media.
- 7 These days, more and more people _____ text and _____ video on _____.
- 8 I _____ enough about online marketing.

- 4 Answer the questions in the *Language point*.

LANGUAGE POINT

Complete explanations a–f with *simple* or *continuous*. Then match the sentences in 3 to each explanation.

- a We use the present simple to talk about regular or repeated actions.
Sentences 2 and 6
- b We use the present _____ to talk about actions happening now and current projects. _____
- c We use the present _____ to talk about general facts.

- d We use the present _____ to talk about trends and changing situations.

- e We use the present _____ to talk about temporary situations.

- f We use the present _____ with state verbs such as *understand*, *know*, *like*, etc. _____

We often use adverbs with the present simple and present continuous. Find four adverbs in the sentences in 3 and add them to these categories:

Adverbs of frequency (How often?): *always*, *sometimes*, *never*, _____, _____

Adverbs of time (When?): *now*, *at the moment*, _____, _____

Tip | Adverb position

Adverbs of frequency can go before the main verb or after *be*:

*I **always** work from an office.*
*I'm **always** on time.*

Adverbs of time often go at the beginning or the end of a sentence:

***These days**, I'm working online.*
*I'm working online **these days**.*

The adverb of time *currently* is an exception:

*I'm **currently** working from home.*

- 5 Underline the correct tense in *italics* and add the adverb in brackets where given.
- 1 What *do you work* / *are you working* on? (at the moment)
 - 2 We *have* / *are having* offices in over 20 countries.
 - 3 More and more of our customers *order* / *are ordering* our goods online. (these days)
 - 4 I'm *responsible* / 'm *being responsible* for everyone else's travel arrangements. (normally)
 - 5 We *don't do* / *aren't doing* any business in Brazil until we can all speak Portuguese.
 - 6 Overall, the economic climate *improves* / *is improving*.
 - 7 My company *tries* / *is trying* to increase its trade in China. (currently)
 - 8 I *do* / 'm *doing* this course because I *don't understand* / 'm *not understanding* Excel software.
 - 9 *Do you give* / *Are you giving* presentations in your job? (often)

» For more exercises, go to **Practice file 1** on page 107.

- 6 Prepare a short personal presentation using the present simple and present continuous. Use adverbs where appropriate. Talk about:
- your job and your responsibilities
 - a current project at work
 - your reasons for taking this English course
- 7 Take turns to give your personal presentations to the class. When you listen to a presenter, take notes and ask follow-up questions at the end of their presentation.

Practically speaking | How to show interest

- 1 When you listen to someone, how can you show interest?
- 2 ► 1.2 Listen to a conversation between Veronique and Joel. Match sentences 1-3 to responses a-c.
- 1 But at the moment, I'm doing a lot of work in the USA. ____
 - 2 It's a project for a pharmaceutical company. ____
 - 3 This one gives money to charities and non-profit organizations. ____
- a **Is that right?** My company works with pharmaceutical companies, too.
b **Really?** How often do you travel there?
c **That sounds interesting!** It would be good to keep in contact.
- 3 ► 1.3 The expressions in **bold** show the speaker's interest. Listen to the intonation and repeat the expressions.
- 4 Which other technique does each speaker use in a-c in 2 to show more interest?
- 1 Suggesting keeping in contact. ____
 - 2 Finding a connection. ____
 - 3 Asking a question. ____
- 5 Work with a partner. Write five sentences about your working life. Take turns to tell each other the information and respond by showing interest using an expression from 2 and a technique from 4.
- Example:** A I'm developing a new product at the moment.
B **That sounds interesting!** What type of product is it?



Business communication | Networking

1 Discuss questions 1–3 with a partner.

- 1 Do you ever attend networking events?
- 2 How important is networking in your job?
- 3 In what other situations do you need to network with people?

2 ► 1.4 The Culham Health Trust is holding an event for its key personnel, staff and fundraisers. Listen to the extracts from two different conversations. Write notes about the jobs and responsibilities for these people.

Luc Akele: _____

Jo Johansson: _____

Walter Mayer: _____

3 ► 1.4 Listen to the conversations again. Tick (✓) the person who says each expression.

Conversation 1	Hannah	Jo	Luc
1 I want you to meet ...			
2 Nice to meet you.			
3 What do you do, exactly?			
4 I'm afraid I have to go now.			
5 It was nice meeting you, too.			
6 I'd like to keep in contact.			
7 Do you have a card?			

Conversation 2	Dr Mayer	Hiroko
8 Let me introduce myself.		
9 I'm delighted to meet you.		
10 Please, call me Walter.		
11 I'm very pleased to meet you, too.		
12 Here's my card.		
13 Which part of Japan are you from?		
14 It was nice meeting you.		
15 I look forward to hearing from you.		

Key expressions

Introducing yourself

Hi / Hello / Good evening.
I'm ...

Let me introduce myself.

I don't think we've met
(before). I'm ...

Please, call me (Walter).

Exchanging greetings

Nice to meet you, (too).

I'm very pleased to meet you. /
I'm delighted to meet you.

Introducing other people

I want you to meet ...

This is ...

I'd like to introduce you to ...

Asking about personal details

What do you do, exactly?

Where are you from?

Which part of ... are you from?

Keeping in contact

Do you have a card?

Here's my card.

I'd like to keep in contact.

Ending the conversation

I'm afraid I have to go now.

It was very nice to meet you.

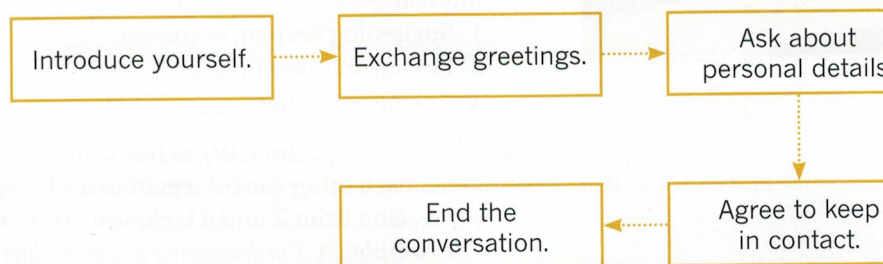
It was nice meeting you, (too).

I look forward to hearing
from you.

4 Which conversation is more formal? Give reasons for your answer.

» For more exercises, go to Practice file 1 on page 106.

5 Work with a partner. Practise a networking conversation with your own job and responsibilities using this flow chart.



6 Stand up with your partner from 5 and meet other students in the class. Introduce your partner to other students and continue networking.

Speed networking

Contact25 organizes business-to-business speed networking events. At these events, participants have a series of mini-meetings with new contacts. The idea is that within a few minutes of talking to someone, they will know whether it is possible to do business with them. This makes it a very efficient form of business networking. Each meeting lasts five minutes.

You have:

- two minutes to talk about yourself, your company or organization
- two minutes to listen to your partner describe their company or organization
- 30 seconds to score your partner, and note future action
- 30 seconds to move to the next meeting

Contact25 estimates that each participant creates around €5,000 worth of new business at each event.



Discussion

- 1 What are the advantages of speed networking? Can you think of any disadvantages?
- 2 Would speed networking be useful in your job/company? Why/Why not?

Task

- 1 You are going to attend a speed networking event with Contact25. You can be yourself or you can choose a person from the role cards on page 136. Prepare what you are going to say about:
 - yourself and what you do
 - the company or organization you represent
 - why you are at this event
- 2 Follow the rules of speed networking. Meet and talk to one person (two minutes for you to talk and two minutes for them to talk). Then give that person points out of three using the scorecard below and write your reasons.

1 point = I have no reason to contact this person again.
 2 points = I might contact this person again but I need more information.
 3 points = I definitely want to contact this person again.

	Person 1	Person 2	Person 3
Name and company			
Points (1, 2 or 3?)			
Reason			

- 3 Next, meet and network with another person for four minutes and score them. Then network with a third person and complete the scorecard.
- 4 Tell the class about your most useful contact and give your reasons.