

2



You and your company

VOCABULARY

check
conference
develop
help with
make
manage
organize
plan
product
provide
sell
work for / in / at

2.1 Introducing your company

What company does she work for?
She works for IBM.
What does the company do?
IBM makes computers.
Where does he work?
At the headquarters in Seoul.

2.2 Company activities

Where is the head office?
It's in Seoul.

2.3 Departments and daily activities

What do you do?
I manage the website.
I work in Human Resources.

2.4 Numbers 11-100

Listening practice
Speaking practice

2.5 Starting a conversation

Listening practice
Speaking practice

2.6 Culture file

Socializing

MODULE 2.1

SPEAKING

LISTENING

Introducing your company

Look at the photo. Describe the situation.

1 **09** Two speakers introduce themselves at a conference. Listen and check (✓) the correct answers.

He / She:

- works for IBM.
- works for Samsung.
- is a technical training manager.
- is an IT consultant.
- works at the headquarters.
- works in Ontario.

Sung Su Huang

Emma Clark

His / Her company makes:

- consumer electronics (telephones, MP3 players, etc.).
- computer hardware and software.

SPEAKING

Work with a partner. Take turns asking and answering questions about Sung Su Huang and Emma Clark. Use these words to help you:

What / company / work for? What / do?
Where / work? What / company / do?

What company does Sung Su Huang work for?
Where does Emma Clark work?

MODULE 2.2

Company activities

SPEAKING

- 1 Look at the chart below. Write the missing words into the third column. Use *provides* or *manufactures*.
- 2 Then draw lines to match the company to its business activities.

Company	Country	Business
Telstra	Australia	
Ricoh	Japan	1 _____ telecom services
Kookmin Bank	South Korea	2 _____ banking services
Toyota Motor	Japan	3 _____ office electronics
China Mobile (HK)	China	4 _____ food products
Bank of America	USA	5 _____ cars
Unilever NV	Netherlands	

- 3 Work with a partner. Ask questions about some of the companies, e.g.

Where is Toyota's head office? In Japan.
 Is it an American company? No, it's a Japanese company.
 What does it do? It manufactures cars.
- 4 Talk about other companies you know in the same way, e.g. *Microsoft, KT, Fuji Photo Film, National Australia Bank, Hyundai Motor, etc.*

FUJIFILM



DENSO

LISTENING

- 1 10 Use the words below to complete the sentences. Then listen and check your answers.
 Head company engineer offices Singapore international
 My name's Yeong Min Lee and I'm from Korea. I'm an _____.¹ I work for Foster Wheeler in _____.² Next year I'm going to work in the UK _____.³ Office. Foster Wheeler is an _____.⁴ engineering and construction _____.⁵ with _____.⁶ all over the world.
- 2 Tell your partner about your company. Where is it from? What does it do?

MODULE 2.3

Departments and daily activities

READING

Look at the jobs listed below and match them to the correct department. Complete the chart.

sales representative marketing manager accountant
IT consultant personal assistant helpdesk advisor



Human Resources	Sales
Customer Services	Marketing
Finance	Technical Support

LISTENING

1 11 Listen. Where are these people? Check (✓) the correct answer.

party conference training course

2 11 Listen again. Match each name to the correct department and job.

Name	Department	Job
Mark Nakamura	customer service	organizes training courses
Grace Wu	sales	deals with customer problems
Ken Lee	human resources	manages the company website
Maria Martinez	IT	checks customer orders

WRITING

1 What do these people do? Match the job with their daily activities.

- a I'm a web site manager. I open the mail.
 design web pages.
- b I'm a sales representative. I demonstrate new products.
 manage the company website.
- c I'm a personal assistant. I plan my boss's schedule.
 visit customers.

2 Write one or two sentences about your job, or a job you would like to have. Then ask other students about their jobs. For example:

A What do you do?

B I'm an office clerk. I do the photocopying and answer the telephone.
How about you?

A I'm a / an ...

MODULE 2.4

Numbers 11-100

LISTENING

- 1 Before you listen, practice saying these numbers.
11, 12, 13, 14, 15, 16, 17, 18, 19, 20
 ○ 12 Now listen and check.
- 2 ○ 13 Circle the room numbers you hear.
 a 13 thirteen 30 thirty d 18 eighteen 80 eighty
 b 17 seventeen 70 seventy e 15 fifteen 50 fifty
 c 14 fourteen 40 forty f 19 nineteen 90 ninety
- 3 ○ 14 Write the numbers you hear.
 a _____ c _____ e _____
 b _____ d _____ f _____

SPEAKING

Student A Turn to page 79.

Student B Complete the information. Start like this:

A *What's the name of the electric utilities company?*

B *It's Tokyo Electric Power.*

B *How many employees work at Mitsubishi?*

A *64,000.*

You start.

Company	Country	Business	Number of employees
1 _____	Japan	electric utilities	38,000
2 National Australia Bank	Australia	banking services	_____
3 _____	Japan	machinery	60,000
4 Korea Electric Power	South Korea	electric utilities	_____
5 _____	China	finance	220,000
6 JP Morgan Chase	USA	banking services	_____

Useful language:

Could you repeat that, please?

Could you spell that, please?

MODULE 2.5

Starting a conversation

LISTENING

15 Listen to this conversation at a conference. Complete the conversation.

- A** Mr. Lewis? My _____¹ Michael Hsu.
I really enjoyed your presentation.
- B** Thank you. Who are you _____², Mr. Hsu?
- A** I work for City Network, in _____³.
- B** Oh, really?
- A** Yes, I'm in the _____⁴ department.
- B** And what do you do?
- A** I _____⁵ quality control.

SPEAKING

1 Now practice the conversation with a partner. Choose from the business people below.



KEIKO ODA

COMPANY Mitsui and Co.

CITY Osaka

DEPARTMENT Sales

ROLE check customer orders



MIKE GREEN

COMPANY HSBC

CITY London

DEPARTMENT Human Resources

ROLE develop training programs



LINDA GOH

COMPANY Hanoi Star Travel

CITY Hanoi

DEPARTMENT Customer services

ROLE handle customer enquiries



PETE LUCAS

COMPANY AMP

CITY Sydney

DEPARTMENT IT

ROLE collect data

2 Practice again with other students in the class. Use real or imaginary information about yourself.

MODULE 2.6

Culture file - Socializing

READING

When you meet someone for the first time in your country, what can you talk about? Can you ask these questions? Check (✓) the correct boxes.



	OK	not OK	possible
How old are you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you married?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where do you come from?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you live in a house or an apartment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How tall are you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How much do you earn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Why aren't you married?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you dye your hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you like your job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPEAKING

- 1 Now compare your answers with a partner or in small groups. Do you agree with each other?
- 2 Where do you like to go after work to socialize with your colleagues? A restaurant, bar, golf course, café, or somewhere else?
- 3 Where would you take an overseas visitor to your company for socializing? Think of three different venues near your workplace. Do the people in your group agree?