



Business activities

4.1 Describing routines
first, then, next, after that, finally ...
First, I check the sales figures.
After that, I telephone clients.
I do the photocopying.
I read through my e-mails.

4.2 How often?
always, usually, occasionally, often, sometimes, never ...
I always carry a cell phone with me.
I never get bored with my job.
4.3 Talking about company activities 2
Reading practice
Listening practice

4.4 Numbers and times
Listening practice
Flight numbers, departure times, and destinations
4.5 What's your job like?
Speaking practice
Do you ... ?
4.6 Culture file
Office life

- VOCABULARY**
- manufacture
 - market research
 - perform
 - product
 - promoter
 - quality control
 - relax
 - send
 - tools
 - training
 - uniform

MODULE 4.1

SPEAKING

LISTENING

Describing routines

Look at the photo. Describe the situation.

- 1 **22** James Marshall is a live music promoter. He is talking about his job. Listen and number the activities in the correct order.

- check my e-mails
- have meetings
- watch the bands perform
- arrive at the office
- talk to the events management team

- 2 **22** Listen again. Number the expressions below in the order James uses them.

- Next First Finally Then After that

SPEAKING

- 1 Work with a partner. Take turns being James. Make sentences like this:

First, I arrive at the office early.

- 2 Now talk about your job or daily routine. Find out three things that your partner does at work. You can use phrases like these:

- do the photocopying telephone clients look at budgets*
check the sales figures visit customers

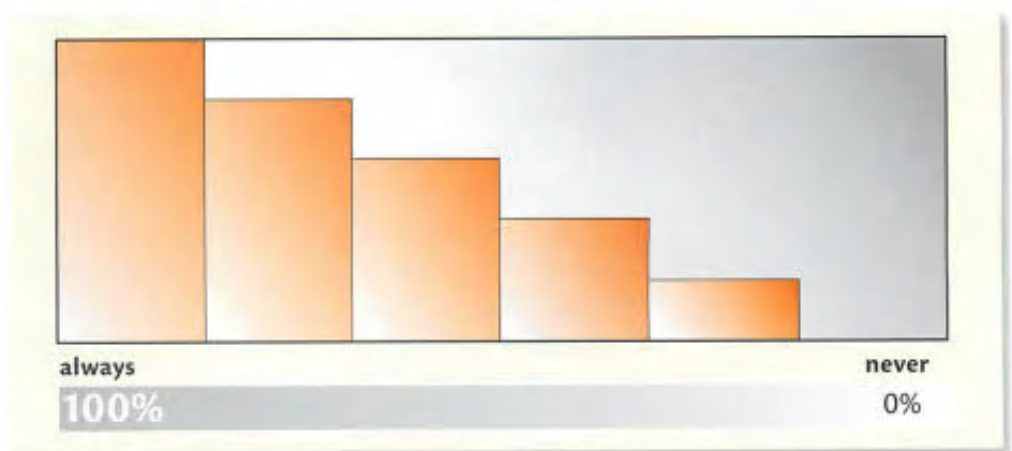
MODULE 4.2

How often?

LISTENING

- 1 Look at the words below. Write them on the chart of frequency words.

usually occasionally sometimes often



- 2 **23** Listen to James talk about his day. Choose words from the chart to complete the table. How often does he do each activity?

works in his office _____
 works out of the office _____
 carries a cell phone _____
 e-mails the main office _____
 works long hours _____
 gets bored _____

- 3 Make sentences about James, for example:

He sometimes works in his office.

- 4 Now make sentences about your job or a job you know. Use the frequency words above.

- 5 **24** Listen and complete the conversation. Then practice with a partner.

A Do you like _____¹ in Los Angeles, Ichiro?

B Oh, yes. It's great.

A What _____² in the evenings?

B I _____³ work late, but I occasionally _____⁴ for a beer.

A What about weekends?

B I _____⁵ relax at home or go the beach with the family.

A Do you play any sports?

B Sure. I go jogging _____⁶ morning, and I play tennis about _____⁷ a month. How about you?

- 6 Practice the conversation again with a different partner. Use information about yourself. Use the words below.

*once / twice / three times a day / week / month / year
 every morning / afternoon / evening / day*

MODULE 4.3

Talking about company activities

READING

- Match the words on the left with the definitions on the right.

a do market research	1 present something to the public for the first time
b introduce something	2 give your support to (something)
c a trial test	3 ask people questions about products
d target	4 when people try different products to see which ones they like or dislike
e an advertising campaign	5 aim or direct (at something)
f endorse something	6 a period of promotion using commercials, for a new product or service
- Complete the chart below about the sports drink, Gatorade. Use these words:
run introduce do buy target get organize

1 We _____ a lot of market research.

2 We _____ trial tests to find out which flavors are popular.

3 We _____ new flavors.

4 We _____ different sectors of the market.

5 We _____ advertising campaigns.

6 We _____ product endorsements, for example from famous sportspeople.

7 The customers _____ the drink.

LISTENING

- 25 A journalist asks a publicity officer at Gatorade, a sports drink manufacturer, about how the company markets its products. Listen to the conversation and check your answers to Exercise 2 above.
- Now tell your partner about Gatorade. Use these words:
First / Next / After that / Then / Finally
First, they do market research.

MODULE 4.4

Numbers and times

LISTENING

- 1 **26** Listen. Circle the times you hear.
 - a 4:10 four ten / 4:20 four twenty
 - b 4:15 four fifteen / 4:50 four fifty
 - c 4:30 four thirty / 4:40 four forty
 - d 4:45 four forty-five / 4:05 four oh five
- 2 **27** We can say times in a different way. Listen and repeat.

a 4:05 five after four	d 4:35 twenty-five to five
b 4:15 a quarter after four	e 4:23 twenty-three minutes after four
c 4:30 half past four	f 4:45 a quarter to five
- 3 **28** Listen to the conversations. Circle the times you hear.

a 8:55 / 9:55	c 3:47 / 4:13	e 5:12 / 5:20
b 12:55 / 1:05	d 3:10 / 3:50	f 12:15 / 11:45
- 4 Work with a partner. Take turns asking and answering questions about these clocks, for example:

A Tell me about clock number one. What time is it?
B It's half past two. / It's two thirty.



SPEAKING

Student A Turn page 80.

Student B Look at the flight departure board below.

Complete the flight information. Start like this:

What's the number of the Seoul flight?

When does the Seoul flight leave?

FLIGHT	DESTINATION	DEPARTURE TIME
_____	Seoul	_____
JL 005	Tokyo	1:30
SU 316	Moscow	_____
DL 072	Istanbul	5:40
AY 004	Helsinki	_____
SA 202	Johannesburg	6:20
_____	Paris	_____
SQ 025	Singapore	9:45
_____	Rio de Janeiro	_____
UA 863	Sydney	11:05

SPEAKING

1 Match the photos (a-l) with the correct job from the list below.



- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> an architect | <input type="checkbox"/> a doctor | <input type="checkbox"/> a flight attendant |
| <input type="checkbox"/> a pilot | <input type="checkbox"/> an engineer | <input type="checkbox"/> a tour guide |
| <input type="checkbox"/> a chef | <input type="checkbox"/> a lecturer | <input type="checkbox"/> a fashion designer |
| <input type="checkbox"/> a photographer | <input type="checkbox"/> a journalist | <input type="checkbox"/> a personal assistant |

2 Make groups of three or four. One person chooses one of the jobs.

3 The rest of the group find out the job by asking questions. You can ask only ten *yes / no* questions, for example, *Do you work outside?* You cannot ask *wh-* questions, for example, *Where do you work?*

4 Use some of the questions below, and try to think of some more.

- | | |
|--------------------------------------|---|
| <i>Do you work inside / outside?</i> | <i>Did you have any special training?</i> |
| <i>Do you use any special tools?</i> | <i>Do you make a lot of money?</i> |
| <i>Do you work in one place?</i> | <i>Do you wear a uniform?</i> |
| <i>Do you meet many people?</i> | <i>Is your work dangerous / tiring?</i> |
| <i>Do you travel?</i> | <i>Do you work regular hours / on weekends?</i> |

5 Make new groups (with people who don't know what you do). Choose three jobs in your company, including yours. Write them on a piece of paper and show the group. They should ask you questions about all three jobs. (You can use *Wh-* questions now.) For example:

- Do you usually make a lot of phone calls?*
- How often do you travel on business?*
- What time do you usually arrive in the office?*
- How often do you work long hours?*
- What do you like about your job?*

MODULE 4.6

Culture file – Office life

READING

Ricardo Diaz works in the marketing department of an American pharmaceuticals company. Read the interview he gave for a magazine survey about office life.



Q Do you smoke in your office?

A No, never. I'm a smoker, but there's a no-smoking rule in our office. I have to go outside the building to smoke.

Q Do you ever go home early?

A Yes, if there isn't much work to do. Of course, if there's a lot of work, I stay.

Q What do you wear to work?

A I usually wear a suit. When I'm really busy, I like to take off my jacket and tie. On Fridays we can wear casual clothes, so I usually wear khakis and a casual shirt.

Q Do you ever eat lunch at your desk?

A Yes, if I'm very busy. I often order a pizza or a sandwich.

Q Do you make personal phone calls during working hours?

A I occasionally make private calls, but only if they're important.

Q Do you have any photos on your desk?

A Yes, I have two or three photographs of my wife and son.

Q Do you take time off if you have a cold?

A Yes, I do. In fact, I took three days off last week because I had a bad cold.

Q Do you always take a summer vacation?

A Always! I take at least two weeks' vacation. This year I'm going on a two-week trip to Europe. I'm really looking forward to it!

SPEAKING

- 1 With your partner, use the same questions to interview each other. Use true information about yourself when you answer.
- 2 What are the differences between Ricardo's working life and working life in your country?

Review Units 1-4

PART 1

Complete the short dialogues. Choose the best option a, b, or c.

- Excuse me, are you Mr. Hosokawa?
Yes, I _____.
a is b are c am
- Welcome to Osaka. Did you have a good _____?
a fly b flight c arrival
- _____ are you with?
I work for Apple.
a Who b What c How
- _____ do you do?
I'm in the production department.
a Who b What c How
- I have an appointment with Maria Young.
_____ Junko Matsuda.
Hello. Can you take a seat, please?
a I'm b It's c Name
- I have a meeting with Mr. Park _____ 10:15.
Thank you. Please come this way.
a in b on c at
- _____ you like a cup of coffee?
Oh, yes, please.
a Would b Do c Can
- I'd _____ you to meet Mr. Sato.
Pleased to meet you.
a want b introduce c like
- _____ does the flight to Seoul leave?
a When b How c Where
- What do you _____ in the evenings?
I often work late.
a work b do c go
- What _____ is it?
It's a quarter after five.
a price b room c time
- Is it an American company?
No, it's a _____ company.
a Korean b Korea c from Korea

PART 2

Complete the sentences with the words from the box. There is one extra word you do not need.

across call check conference
expecting Japanese number repeat

- I'm here for the trade _____.
- I think Mr Song is _____ me.
- Mr Park's office is at the end of the corridor, _____ from reception.
- I arrive at the office early and then I usually _____ my e-mails.
- Please _____ Mr. Aoki from Mitsubishi as soon as possible.
- What's the _____ for Kansai International airport?
- Would you _____ that for me, please?

PART 3

Choose the correct time, as in the example.

- 4:10p.m. a ten after four / b ~~ten to four~~
- 5:15a.m. a quarter after five / b quarter to five
 - 12:00 a midnight / b ten to twelve
 - 8:40 a twenty to eight / b twenty to nine

Choose the correct number.

- 15,890
a fifteen hundred eight hundred and ninety
b fifteen thousand eight hundred and ninety
- 6,220
a six thousand two hundred and twelve
b six thousand two hundred and twenty
- 14,400
a fifteen thousand five hundred
b fourteen thousand four hundred