



Saying goodbye

12.1 Saying goodbye

It was a pleasure to meet you.
 Thank you for all your help.
 I look forward to seeing you again.
 Goodbye and have a good trip home.

12.2 Keeping in touch

You have my number, right?
 I'll e-mail you when ...

12.3 Talking about the future

By the way, this is for you.
 Thanks again.
 Don't mention it.
 I'll read it on the plane.
 I'll call you next week.

12.4 Numbers - 24-hour clock

1910 hours
 ten past seven

12.5 Itineraries

Speaking practice
 Reading practice

12.6 Culture file

Gifts

VOCABULARY

a pleasure to meet you
 bribe
 give my best to ...
 give my regards to ...
 give someone a call
 next time you're here
 policy
 retire
 strict
 wrapped gift

MODULE 12.1

SPEAKING

LISTENING

Saying goodbye

Look at the photo. Describe the situation.

1 71 Tom Galvin is saying goodbye to Kyung-Mo Park. Listen and circle the correct answers.

- a They are old *friends / business acquaintances*.
- b Mr. Park thanks Tom for the *trip / his help*.
- c They're going to meet again *next year / sometime*.
- d They're saying goodbye at the *office / airport*.
- e Mr. Park is going *on vacation / home*.

2 71 Below are some useful phrases for saying goodbye. Listen again and complete the sentences.

- a It was a _____ to meet you.
- b Thank you for all your _____.
- c I look _____ to seeing you again.
- d I _____ to see you in South Korea sometime.
- e Goodbye, and have a _____ trip home.
- f Goodbye, and _____ again.
- g You're most _____.

MODULE 12.2

Keeping in touch

LISTENING

David Lee is going back to Hong Kong.

72 Listen and complete the conversation. Then practice with a partner.



- A It was _____¹ to meet you, David.
 B Nice meeting you, too. _____² with the project.
 A Thank you. We must keep in touch. You have my _____³, right?
 B Yes. Give me _____⁴ whenever you're in Hong Kong.
 A Thanks. And I hope you'll visit us here again soon. Well, goodbye, and have a good _____⁵. Please give _____⁶ to the staff in the Hong Kong office.
 B I will. I'd better get _____⁷. Goodbye, and thanks again.

SPEAKING

1 Put these labels into the correct place on the chart:

Talking about meeting again Keeping in touch Invitations

a _____	b _____	c _____
Why don't you give me a call the next time you're over here? Come and see me when you're in town. Please make sure you look me up when you get here.	May I give you my card? You have my number, right? I'll e-mail you when I'm back in the office.	I hope we'll meet again soon. I'm sure we'll meet again. Please come and visit us soon.

- 2 Practice the conversation again with a partner. Use some of the new phrases from the chart.
- 3 Match the phrases with the best reply.
- | | |
|---|----------------|
| a It was nice meeting you. | 1 Yes, I will. |
| b Goodbye. Have a safe trip. | 2 So do I. |
| c I hope we'll meet again at Christmas. | 3 You too. |
| d Give my best to the office staff. | 4 Thank you. |

LISTENING

Keiko Ito is invited to dinner at a business colleague's house.

- 1 **73** Listen. What does she give her host? Check (✓) the correct answer.

a bottle of wine



a gift from Japan



some flowers



- 2 **74** Jay Ferguson and his colleague Kazuo Harada are both leaving a conference to fly home. They are saying goodbye.

Listen and circle the correct answers. Then practice with a partner.

- A** Well, it's been a busy week. Thanks for all your input, Kazuo.
B Don't mention / worry about ¹ it. It's been a pleasure.
A I hope you'll accept this. It's just something small to say thanks for your time / thanks for everything ².
B Thanks Jay, that's very kind of you. May I / Should I ³ open it now?
A Sure, go ahead / please do ⁴.
B Oh, a box of chocolates. Thank you so much.

- 3 **75** Listen to the rest of Jay and Kazuo's conversation. What are their plans? Check (✓) the correct box.

	Jay	Kazuo
I'm going to spend some time with my family.	<input type="checkbox"/>	<input type="checkbox"/>
I'm writing reports all this week.	<input type="checkbox"/>	<input type="checkbox"/>
I'll read it on the plane.	<input type="checkbox"/>	<input type="checkbox"/>
I'll call you next week.	<input type="checkbox"/>	<input type="checkbox"/>

- 4 Which things were decided **before** the conversation? Which things were decided **right now**? Write *before* or *now* next to each sentence:

	He decided this:
to spend time with his family (I'm going to ...)	_____
to write reports (I'm ...ing)	_____
to read the book on the plane (I'll ...)	_____
to telephone his colleague (I'll ...)	_____

SPEAKING

Talk with a partner. What are you doing this week, next year, right after this class?

Useful language:

- I'm meeting a new customer on Friday.*
I'm going to move to Singapore in April.
I think I'll have noodles for lunch today.



LISTENING

1 Practice saying these times in different ways:

For example: 8:50 a.m. = ten to nine in the morning
 2:15 p.m. = quarter after two in the afternoon
 7:55 p.m. = five to eight in the evening

- a 1:10 a.m. b 5:15 p.m. c 6:30 a.m. d 9:00 p.m.

Now look at how to say the time below in the 24-hour clock:

5:00 a.m. = 0500 oh five hundred hours
 5:10 p.m. = 1710 seventeen ten (hours)

The 24-hour clock is used around the world in flight schedules, train timetables, and world time charts.

2 76 Listen and circle the time you hear.

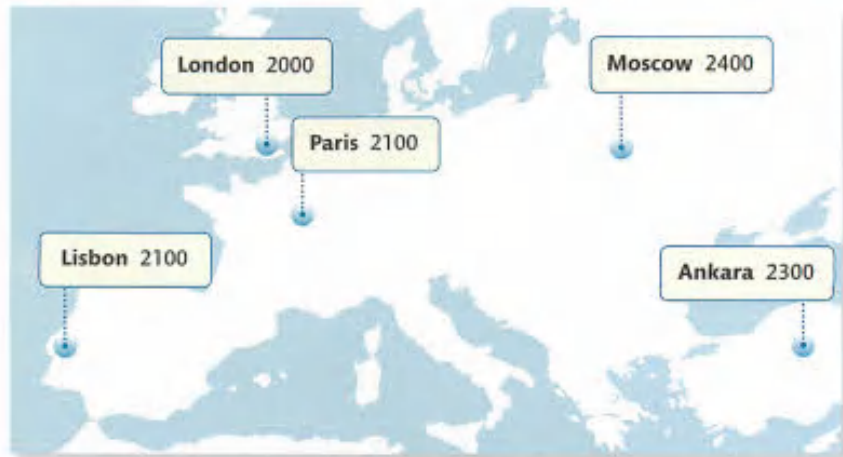
- a 0500 / 1710 c 0305 / 1505
 b 0115 / 1315 d 0600 / 1800

3 77 Practice saying these times in the 24-hour clock. Then listen and check.

- a 1910 c 1400
 b 0700 d 0823

4 Complete the table below. Then check with a partner.

1 nine o'clock in the evening	2100h	9:00 p.m.
2 quarter after eight in the morning	_____	_____
3 _____	0620h	_____
4 _____	2305h	_____
5 twenty to four in the afternoon	_____	_____
6 midnight	_____	_____



SPEAKING

Student A Read the information below.

Student B Turn to page 87.

Ask Student B about the times in these places. Start like this:

It is 1315h in Beijing. What time is it in ...?

Tokyo _____

Hanoi _____

Singapore _____

Kuala Lumpur _____

Now Student B will ask you about the time in different places in Europe. Use the time chart above to answer the questions.

Read the travel itinerary for Mr. Lee.

READING

Thursday February 17th			
Itinerary – travel to Japan			
0415	Depart Hotel for Changi Airport	1900	Welcome meeting, drinks
0610	Flight to Tokyo Narita airport	1945	Keynote speaker
1350	Arrive at Narita airport	2030	Dinner
1500	Limousine bus to hotel	Evening	Free
1715	Arrive at the hotel		

SPEAKING

Work with a partner. Ask and answer the questions below.

e.g. *What time is Mr. Lee leaving his hotel?*

He's leaving at four fifteen in the morning.

- 1 What time is Mr. Lee flying to Tokyo?
- 2 When will he arrive in Japan?
- 3 What time is he catching the bus to his hotel?
- 4 When will he arrive at the hotel?
- 5 What is he doing at 7:00p.m.?
- 6 What time are they going to eat?

- 3 Work with a partner. Talk about your plans for the next month.

MODULE 12.6

Culture file - Gifts

READING

Read this information about giving gifts in various countries.



UK

Business acquaintances do not exchange gifts at Christmas, but usually send each other Christmas cards. People usually give a small gift such as a bottle of wine, flowers, or chocolates if they are invited to someone's home.

USA

An employee who is retiring, getting married, or having a child will usually receive gifts from their colleagues. In some multinational companies, there are strict policies in place about the giving or receiving of gifts at work.

Malaysia

Gifts are not given unless a relationship with the person has been established. Gifts that may be misinterpreted as a bribe are unwelcome.

Japan

Giving gifts is an important social act. An employee usually brings back inexpensive gifts for colleagues after a vacation. In business and daily life, gifts are not opened in the presence of the giver. If you receive a wrapped gift, set it aside until the giver leaves.

SPEAKING

Work with a partner or in a small group. Ask and answer these questions:

- A foreigner is visiting your country on business. What advice would you give him / her about giving gifts in your country / in your company?
- Do you ever give gifts to clients? Is it an important part of your business? Do you think it is OK for clients to receive expensive gifts from a company?
- What kind of gifts would you take from your country if you were going on a business trip overseas?

Useful language:

I think she / he should ... I (don't) think it's OK to ... If I went ..., I'd take ...

Review Units 9-12

PART 1

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

- I like the LP9000 better. It's more compact. I'm sorry, I don't _____ .
a agree b think c like
- I prefer the Samsung. It's much _____ than the other one.
Yes, that's right.
a good b better c best
- Yes, I agree _____ you.
OK.
a to b from c with
- Excuse me. How do I get _____ the nearest post office?
Make a left onto Beech Avenue.
a to b at c from
- I'm sorry I'm late. I'm afraid I _____ find a parking space.
Oh, that's all right.
a couldn't b can't c wouldn't
- How _____ does it take to get there by bus?
It's a twenty-minute ride.
a much b many c long
- What _____ you like to drink?
A cup of coffee, please.
a will b would c would
- How _____ did you spend on travel?
About \$70, I think.
a much b many c long
- It was _____ pleasure to meet you.
You too.
a the b a c my
- Please give my _____ to the office staff.
Yes, I will.
a memories b goodbye c regards
- _____ the way, this is for you.
Oh, thank you very much!
a In b On c By
- Have a safe trip. _____ call you next week!
OK. Goodbye.
a I'll b I'm c I

PART 2

Use the words below to complete the sentences. There is one extra word you do not need.

behind join kept over
prefer propose ride touch

- I _____ the Toshiba. It's more powerful.
- Would you like to _____ me for dinner?
- I'd like to _____ a toast.
- We must keep in _____ . Do you have my card?
- I'm sorry I _____ you waiting.
- Our office is just _____ the station.
- We'd better be going. It's a 30-minute _____ to the airport.

PART 3

Choose the correct time, as in the example.

- | | |
|---------|----------------------------------|
| 1300h | a 1:00 a.m. |
| | b 1:00 p.m. |
| 1 0730h | a half past seven in the evening |
| | b seven thirty in the morning |
| 2 2015h | a 8:15 p.m. |
| | b 10:15 p.m. |
| 3 2345h | a quarter after eleven at night |
| | b quarter to twelve at night |
| 4 0900h | a nine a.m. |
| | b nine p.m. |

Choose the correct price.

- | | |
|-----------|----------------------------------|
| 5 \$45.50 | a forty five dollars and a half |
| | b forty five dollars fifty cents |
| 6 \$180 | a one dollar eighty |
| | b one hundred and eighty dollars |