

Unit 1 Contacts

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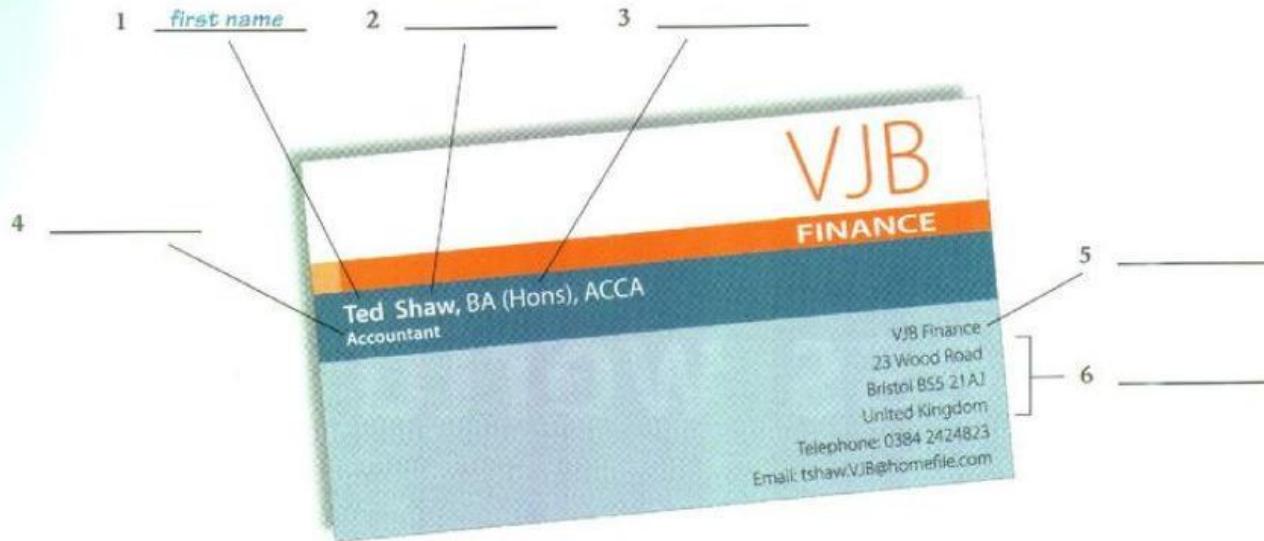
Keynotes

In modern business, company employees often have **business contacts** in different countries. When we meet someone for the first time, we **greet** the person. We **introduce** ourselves by saying our **first name** and **surname**. Sometimes we give the person a **business card** with details about our **job title** and company.

Preview

1 What information is on most business cards? Label the business card with the words in the box.

qualifications address first name surname
company name job title



2 Read about business cards in different countries. Complete the information with the countries in the box.

Switzerland Mexico China the UK

1 People often exchange business cards at the end of a meeting in the UK.

2 It is a good idea to print business cards in Spanish and English in the UK.

3 Titles (for example, Dr, MBA, PhD) are important in the UK. Write professional titles and qualifications on your business card.

4 Businesspeople give and receive business cards with both hands in the UK. Read the card immediately and then give your card to your business contact.

Speaking

How do people greet business contacts in your country? How do people greet business contacts in other countries around the world?

Reading

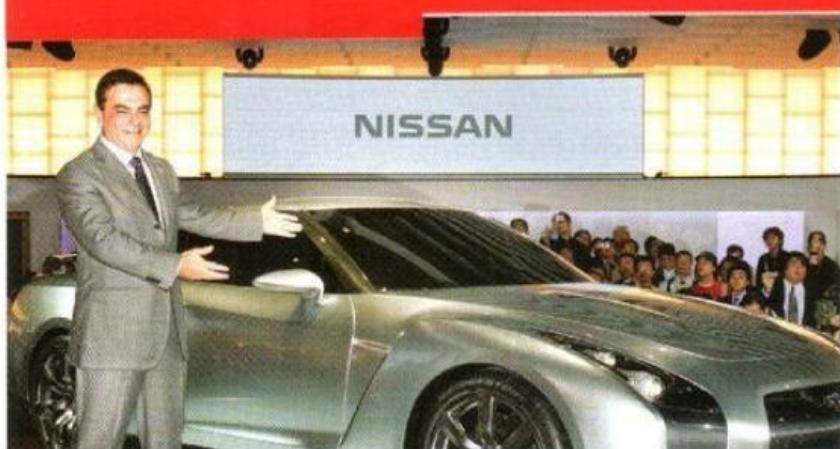
1 Read the article and find the following.

- 1 Carlos Ghosn's nationality Brazilian
- 2 two companies that he works for _____
- 3 a city in Asia _____
- 4 three European cities _____
- 5 a country in Asia _____

2 Read the article again. Are these statements true or false?

- 1 Carlos Ghosn is the head of BMW. false
- 2 He travels between Asia, Europe and the USA.
- 3 Some workers travel to different countries to work on projects.
- 4 Indian software engineers work on projects in the UK.
- 5 It's difficult to travel between European cities.
- 6 It's interesting to meet people from different countries.
- 7 Contacts in different countries are good for business.
- 8 It isn't difficult to know what country to pay tax in.

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Business and travel

Working in a foreign country

There is a new type of worker in today's global business

Today, more and more people travel in their job. Carlos Ghosn is a Brazilian businessman and he travels to different countries for his work. He is the head of the French car company Renault, and he spends 40 per cent of his time in Paris. He is also the head of Nissan, and he spends 35 per cent of his

time in Asia, in Tokyo. He spends 25 per cent of his time in other countries, such as the USA.

Some employees travel to different countries to work on projects. They are in a country until a project ends and then they return home. For example, many IT engineers live in India but work

Glossary

head (n) the person who manages a company

employee (n) a person who works for a company

IT (n) Information Technology

commute (v) travel to and from work

tax (n) the money that a company and employees pay to the government

on projects in the UK and the USA. Other people live in a country but go to work every day in a different country. In Europe, workers regularly commute between Brussels, London and Paris. Plane tickets are not expensive and travel between the cities is easy with a European passport.

But is the increase in business travel a good thing? It is interesting for employees to meet different nationalities. It is also good for business to have contacts in different countries around the world. But there are also problems. Some employees spend a lot of time away from their home country and it is not easy for governments to decide exactly where workers should pay tax. ■

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Vocabulary 1 Countries and nationalities

1 Complete the table with a country or nationality. 1–5 are from the article on page 9. Use a dictionary to help you with 6–12.

Country	nationality	Country	nationality
 1 France	French	 Germany	7
 Brazil	2	 8	Chinese
 3	American	 9	Polish
 * 4	British	 Japan	10
 5	Indian	 11	Russian
 Spain	6	 Kuwait	12

* There are four countries in the UK: England, Scotland, Wales and Northern Ireland.

2 Look at the article again and complete the information about continents. What other continents, and people from them, can you name?

Continent	A person from this continent
1 Europe	
2	Asian

Working English

We can talk about nationality in different ways.

I'm from Britain. *I'm British.* *It's a British company.*
I'm from Asia. *I'm Asian.* *It's an Asian company.*

3 Choose the correct word in *italics*.

- 1 We're *Britain* / *British* but we live in *China* / *Chinese*.
- 2 There are a lot of *USA* / *American* workers in Hong Kong.
- 3 I'm from *Poland* / *Polish* and I live in Warsaw.
- 4 Three of our employees are in *Spain* / *Spanish* on a project.
- 5 The head of the company is *Russia* / *Russian*.
- 6 Is this your first visit to *Kuwait* / *Kuwaiti*?

2 GRAMMAR Statements with *be*; Articles *a* / *an*

Statements with <i>be</i>		Contractions	Articles	
Subject	<i>Be</i>		<i>A</i>	<i>An</i>
I	am		I'm	a student
You	are	a doctor.	You're	a teacher
He She	is		He's She's	a programmer
We You They	are	doctors.	We're You're They're	an illustrator
Note: Use contractions in speaking and informal writing.		Notes • Use <i>a</i> before nouns that start with a consonant sound. • Use <i>an</i> before nouns that start with a vowel sound.		

Grammar 1.1 Introductions

1 Complete the sentences with the words in the box.

'm (x2) are (x2) 're (x2) is (x1) 's(x3)

1 A: _____ you Polish?

B: No, I _____ not.

2 A: Where _____ you from?

B: I _____ from Spain.

3 Marisol _____ not from Argentina. She _____ Mexican.

4 _____ he American?

5 We _____ from Ireland.

6 You _____ French and she's Spanish.

7 What _____ your name?

B Complete the sentences. Use the correct form of *be*. Use contractions when possible.

MEET MY TEAM AT A&H DESIGN!

These _____ ¹ workers at A&H design.

My name _____ ² Ben Carter. I' _____ ³

an architect and the CEO of A&H Design. Jeff Hanson

_____ ⁴ our manager. He _____ ⁵

also an engineer. Angela Green _____ ⁶ an

illustrator. Mia Lopez and Martin Garcia _____ ⁷ architects. They' _____ ⁸

from Argentina. We're _____ ⁹ a great team!



Listening 1

1 John Devlin and Rob Shaw meet at a conference. Complete the conversation with the correct form of *to be*. Use contractions where possible.

John: ¹ Are you Rob Shaw?

Rob: Yes, I ² _____.

John: Hi. I ³ _____ John Devlin. I'm with Karlsco.

Rob: Hi, John. ⁴ _____ Karlsco an American company?

John: No, it ⁵ _____ a German company. You ⁶ _____ with Retcorp, aren't you?

Rob: Yes, I ⁷ _____. ⁸ _____ you an engineer?

John: No, I ⁹ _____. I ¹⁰ _____ a sales manager.

2 Listen and check. Practise the conversation with a partner.

UNIT 2, LESSON 2 NEGATIVE STATEMENTS WITH *BE*; YES/NO QUESTIONS WITH *BE*

A ►02-10 Listen to the sentences. Are the sentences affirmative or negative? Check (✓) the correct box.

	1	2	3	4	5	6	7	8
Affirmative	✓							
Negative								

B Read Samantha's online profile. Change the false sentences from affirmative to negative. Then write true sentences. Use contractions when possible.

Samantha Rivers

Relationship Status: married to Brian Rivers
Age: 42
Home: Boston

About me:
I'm a designer, a wife, and a mother of two great girls, Lara and Maddie. They're in high school.
My life is busy, but it's good!



1. Samantha is a programmer. _____ *Samantha isn't a programmer. She's a designer.*
2. She is 32 years old. _____
3. She is single. _____
4. Brian is her son. _____
5. Her home is in Portland. _____
6. Lara and Maddie are her friends. _____
7. Her daughters are lawyers. _____

C Write a yes/no question for each prompt. Then complete the short answer. Use contractions when possible.

1. she / single
A: _____ *Is she single?* _____
B: _____ *No, she's not.* _____
2. you and Carl / friends
A: _____
B: Yes, _____.
3. Meg / married
A: _____
B: No, _____.
4. Dana and Adam / your kids
A: _____
B: Yes, _____.
5. I / late
A: _____
B: Yes, _____.
6. Rob / your brother
A: _____
B: No, _____.
7. you / Mike
A: _____
B: Yes, _____.
8. they / co-workers
A: _____
B: No, _____.
9. Richard / her boyfriend
A: _____
B: No, _____.
10. we / friends
A: _____
B: Yes, _____.

Language check 2 *a / an*

We often use *a* / *an* with singular nouns. Study the examples and complete the rules below.

a I'm *an* engineer. c Jules is *a* sales manager.
b It's *an* office. d Are you *a* student?
1 We use _____ before words that start with a consonant sound (b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z).
2 We use _____ before words that start with a vowel sound (a, e, i, o, u).

 For more information, see page 158.

Vocabulary 2 **Jobs**

1 Do you use *a* or *an* with the jobs in the box? Think of more jobs. Do you use *a* or *an* with them?

accountant designer architect lawyer receptionist
teacher mechanic salesperson

2 Complete the sentences with jobs from the box above. Use *a* / *an* where necessary.

- 1 Laura is *a lawyer* - she helps people with legal problems.
- 2 Marco is _____ - he builds offices.
- 3 Stella is _____ - she's good with cars.
- 4 I'm _____ - I work with money.
- 5 Gregor and Sam are _____ - they give lessons at the college.
- 6 Philo is _____ - she's good at art.
- 7 Ronaldo and I work at Walmart - we're _____.
- 8 Helen is _____ - she welcomes visitors to the company.

Listening 2

1 Listen to three conversations. Are these statements true or false?

Conversation 1

- 1 Petr is an engineer.
- 2 Hiroaki is from Saudi Arabia.

Conversation 3

- 5 They're teachers.
- 6 They're from Russia.

Conversation 2

- 3 Francesca isn't Brazilian.
- 4 She's an engincer.

POSSESSIVE ADJECTIVES EXAMPLES

I	→	My
You	→	Your
He	→	His
She	→	Her
It	→	Its
We	→	Our
They	→	Their

UNIT 2, LESSON 1 POSSESSIVE ADJECTIVES; QUESTIONS WITH WHO AND WHAT

A ► 02-02 Listen to the sentences. Check (✓) the possessive adjectives you hear.

1. <input type="checkbox"/> her	<input checked="" type="checkbox"/> my	4. <input type="checkbox"/> our	<input type="checkbox"/> your	7. <input type="checkbox"/> your	<input type="checkbox"/> our
2. <input type="checkbox"/> our	<input type="checkbox"/> her	5. <input type="checkbox"/> her	<input type="checkbox"/> his	8. <input type="checkbox"/> her	<input type="checkbox"/> your
3. <input type="checkbox"/> their	<input type="checkbox"/> our	6. <input type="checkbox"/> their	<input type="checkbox"/> our	9. <input type="checkbox"/> his	<input type="checkbox"/> their

B Look at the picture. Complete the conversation. Write the correct possessive adjective.

A: Here's a picture of my family.

B: Who's that?

A: That's my brother.

B: What's his name?

A: His name is Andrew.

B: And who's that?

A: That's my wife.

Her name is Dora.

And that's my son.

B: What's his name?

A: Nathan.



B: These are my parents?

A: Yes, their names are Ted and Olivia.

B: Where are you?

A: I'm behind the camera!

Listening 4

2 Listen again and complete the conversation.

Jan: Hi. ¹_____ Jan Kowalik.

Ben: Hello. ²_____ to meet you, Jan. I'm Ben West.

Jan: What ³_____ are you with, Ben?

Ben: I'm with Nerada Electronics. ⁴_____?

Jan: I'm ⁵_____ Bax Industries.

Ben: Ah. What do you do?

Jan: I'm an IT ⁶_____ . And you?

Ben: I'm a finance ⁷_____ .

Jan: Is Nerada a ⁸_____ company?

Ben: No, it isn't. It's ⁹_____.