Unit 1 Contacts



Vocabulary: **Contacts**
Language: ***to be***
Career skills: **Introducing yourself**
Writing: **Email introducing yourself**

Vocabulary

1 What is the nationality of people from these countries?

1 Spain *Spanish*
2 The USA _____
3 Brazil _____
4 China _____
5 Poland _____
6 The UK _____
7 Russia _____
8 Japan _____

2 Find the eight nationalities above in the word search.

B	V	S	P	A	N	I	S	H	E	K
R	R	P	E	M	D	L	P	J	N	C
I	O	A	N	E	A	P	O	A	G	R
T	W	F	Z	R	M	S	L	A	J	U
I	C	J	S	I	E	E	E	N	A	S
S	M	H	U	C	L	W	N	E	N	S
H	B	P	I	A	T	I	S	S	D	I
Y	D	S	U	N	A	Y	A	C	H	A
J	A	P	A	N	E	S	E	N	Y	N
P	U	N	K	O	D	S	W	V	S	A
J	P	O	L	I	S	H	E	Z	P	D

3 Which places in the box are countries and which are continents? Match the countries with the continents.

~~Africa~~ France India (North) America Asia
~~Kenya~~ Europe Argentina Canada (South) America

Country	Continent
Kenya	*Africa*

Reading

1 **Read the article and choose the correct answer a–c to complete the sentences.**

1 British business people usually give their business cards ... *b*
   a at the start of a meeting.
   b after a meeting.
   c at dinner.

2 In the UK, people often start meetings by ...
   a singing a song.
   b giving a presentation.
   c talking about general subjects.

3 People often send new business contacts ...
   a an email. b a letter. c a memo.

4 British people socialise ...
   a only with friends.
   b only with family.
   c with colleagues and business contacts.

2 **Underline the correct words in *italics* to make true sentences about the article.**

1 Business contacts are often from the *same* / *different* countries.
2 It *is* / *isn't* usual to have a breakfast meeting.
3 People often have *video* / *telephone* conversations with business contacts.
4 It *is* / *isn't* OK to smoke in restaurants.
5 It is a *good* / *bad* idea to talk about religion and politics with new business contacts.

The Economist

Reports

Business etiquette in London



London is an international city. Business contacts are often from different countries. Here is some information about British business etiquette.

Business cards

• British people often give their business cards at the end of a meeting.

Meetings

• In the UK, people are usually on time for meetings. The meeting sometimes starts with polite conversation. Then people talk about business.

• Meetings are usually in work hours (9am–5pm). It isn't usual to have breakfast meetings.

Communication

• In the UK, new business contacts often communicate by email. Then people have telephone conversations or meetings to talk about business.

Socialising

• British people often socialise with their work colleagues and business contacts. They sometimes go to the pub or for an informal dinner in a restaurant.

• It isn't possible to smoke in offices, pubs or restaurants.

• These conversation subjects are OK in Britain: public transport, the weather, sport, house prices, the news. It isn't a good idea to talk about religion, politics or salaries.

• A business lunch isn't always in an expensive restaurant. Sometimes lunch is a sandwich and a coffee at work or in a café.

Language check

1 **Complete the conversation with the correct form of *to be*.**

1 ___Are___ you Natasha Cole?
2 No, I'_____ Natasha West.
3 Ah, yes, you'_____ with GLK Bank.
4 Yes, I'_____ a marketing manager at GLK.
5 _____ Maurice Wallis with your company?
6 No, he _____. He'_____ with Merton Bank.
7 Justin and I _____ with Holegate Finance. We'_____ accountants.
8 _____ Holegate Finance an American company?

2 **Correct the mistakes in these sentences.**

1 ~~Are~~ Is Tomas a salesperson?
2 Jack is a architect.
3 Kim and Agnes is from South Africa.
4 Is Lee mechanic?
5 We are an designers.
6 Chloe's isn't a receptionist. She's a teacher.

Writing

1 **Write sentences about these people.**

1 
Geraldine Hill
Country: The USA
Harvard Business School

2 
Ahmed Mazra
Country: Kuwait
Job: architect

3 
Karin and Wilhelm
Country: Germany
Job: designers

1 *Geraldine Hill's American. She's a student.*
2 _____
3 _____

2 **Alex Wilson has a business contacts magazine. Write an email (20–30 words) to Alex with information about you (your name, nationality and what you do). Then compare your answer with the suggested answer on page 91.**

Dear Mr Wilson

Here is some information about me for your business contacts magazine.

I'm ...

Listening 1

Listen to three conversations and choose the correct answer a–c to complete the sentences.

1 The conversation is between a woman and a ...
   a manager at work.
   b friend in the office.
   c person in a shop.
2 Franco is ...
   a a student.
   b a teacher.
   c an architect.
3 The conversation is between a man and ...
   a an employee from the same company.
   b a new business contact.
   c his mechanic.

Listening 2

1 Claudine and Vincent are at a conference. Listen and complete Claudine's business card. Circle the correct information in *italics*.



2 Listen again and complete the conversation with the words in the box.

And you	do	company	isn't	manager	~~I'm~~
Australian	Pleased	with	American		

Claudine: Hi. 1 *I'm* Claudine Harris.
Vincent: Hello. 2 _____ to meet you, Claudine. I'm Vincent Hardy.
Claudine: What 3 _____ are you with, Vincent?
Vincent: I'm with MPG Finance. 4 _____ _____?
Claudine: I'm 5 _____ VPN Industries.
Vincent: What do you 6 _____?
Claudine: I'm a sales 7 _____ . And you?
Vincent: I'm an accountant. Is VNP an 8 _____ company?
Claudine: No, it 9 _____. It's 10 _____. I work in the Sydney office.