

## 1.3 » NICE DAY, ISN'T IT?

- F** making conversation
- P** linking
- V** conversation topics



### VOCABULARY

#### CONVERSATION TOPICS

Work in pairs. Discuss the questions.

- 1 Do you enjoy **having conversations** with people you don't know?
- 2 What topics do you usually **talk about**?
- 3 What do you **say** when somebody **interrupts** you?
- 4 Do you ever **gossip** about celebrities?
- 5 Are you good at **telling jokes**?
- 6 Can you think of any bad conversation habits?

**A** Complete the article with the words in the box.

joke   gossip   saying   conversation  
talk   interrupt   tells

## Top Conversation Killers

Do you ever find that you're having an interesting <sup>1</sup> \_\_\_\_\_ and then suddenly everything goes really quiet and you're not sure why? Next time watch out for these conversation killers.

**'You look tired'**  
There's nothing worse than when a friend who hasn't seen you for a while <sup>2</sup> \_\_\_\_\_ you that you're looking tired or stressed.

**Me, Me, Me**  
This is one of the biggest conversation killers. Don't <sup>3</sup> \_\_\_\_\_ people to talk about yourself. It's a great idea to talk about things you have in common, but just remember to take turns.

**'Sorry, what were you <sup>4</sup> \_\_\_\_\_?'**  
It's always easier to talk than to listen, but learning to listen and being interested in the response is an important conversation skill.

**'Have you heard what people are saying about ...?'**  
Don't <sup>5</sup> \_\_\_\_\_ or say rude things about people you know, even if it's only a <sup>6</sup> \_\_\_\_\_.

**Don't be too negative**  
Try not to <sup>7</sup> \_\_\_\_\_ about too many negative topics. As they say, 'Laugh and the world laughs with you, cry and you cry alone.'

**B** Work in pairs. What problem does the article describe? Which tips do you think are good advice?

## FUNCTION

### MAKING CONVERSATION

**A**  1.5 Listen to two conversations. Which conversation (Conversation 1 or Conversation 2) do you think is better? Why?

Complete the responses:

### Conversation 1

**A:** Hi, Davide. This is my friend, Rachel.

**B:** Hi, Rachel. <sup>1</sup> \_\_\_\_\_ to meet you.

**B:** Would you like a drink, Rachel?

**C:** I'd <sup>2</sup> \_\_\_\_\_ a coffee, thank you.

**B:** Where exactly do you come from?

**C:** I'm <sup>3</sup> \_\_\_\_\_ Beckley, near Oxford.

### Conversation 2

**A:** Hi, Felicia. Nice day, isn't it?

**B:** Yes, it's <sup>4</sup> \_\_\_\_\_.

**A:** Did you have a good weekend?

**B:** Yes, it was <sup>5</sup> \_\_\_\_\_. I didn't do much.

**A:** Did you watch the match last night?

**B:** Yes, it was <sup>6</sup> \_\_\_\_\_.

**A:** I'll see you later.

**B:** Yes, see you <sup>7</sup> \_\_\_\_\_.

## SPEAKING

**6 A** Look at the topics in the box below. Think of five questions you can ask people related to the topics.

films home next holiday food/drink free time  
family weather work/studies weekend

**A** Complete the questions with the missing word.

- 1 How often do you \_\_\_\_\_ a barbecue?
- 2 What do you usually do when you have time \_\_\_\_\_ work/ from your studies?
- 3 How do you usually \_\_\_\_\_ time with your family?
- 4 What kind of things do you hate \_\_\_\_\_ money on?
- 5 Where is your favourite place to \_\_\_\_\_ out?
- 6 Where do you like to \_\_\_\_\_ shopping?

## PAST SIMPLE

**A** Put the words in the correct order to make questions.

On your last holiday:

- 1 did / go / where / you?
- 2 why / there / did / go / you?
- 3 in / you / a / stay / did / hotel?
- 4 do / day / during / did / you / the / what?
- 5 evenings / out / the / you / go / in / did?
- 6 the / weather / hot / was?
- 7 you / language / speak / what / did?
- 8 you / friends / make / new / any / did?

## 2.1 THE COMPANY 4 U?

- G present simple and continuous
- P word stress
- V work

## VOCABULARY

### WORK



Discuss the questions.

- 1 What are the people doing in the photo?
- 2 What sort of company is it?
- 3 Would you like to work for a company like this? Why/Why not?

Match words with definitions:

~~company~~ employee salary office customer  
employer staff task boss bonus

- 1 a business that makes or sells things or provides services *company*
- 2 a person who buys products or uses services
- 3 extra money given to a worker (often for especially good work)
- 4 a place where many people work at desks
- 5 a worker
- 6 a job you need to do
- 7 a person who manages the workers in the company
- 8 everyone who works in the company
- 9 a fixed, regular sum of money given to someone for doing a job
- 10 a person or business that pays workers to do a job

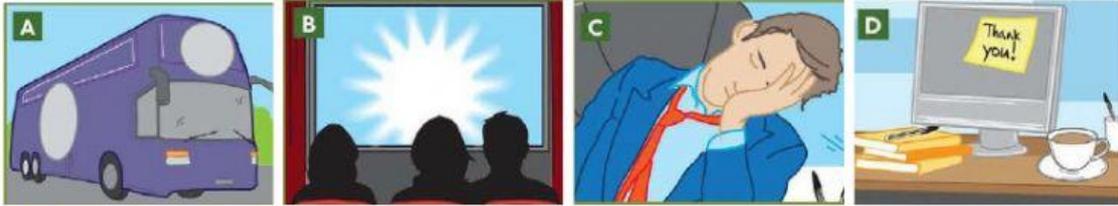
## SPEAKING

Discuss. What are the most important things for people who work?



## LISTENING

**A**  **2.2** Listen to someone talking about how companies motivate their staff. How are the pictures (A–D) connected to the ideas?



**B** Listen and check. Which other ideas do they talk about? Which ideas do you think are the best?

**A**  **2.3** Listen to three employees describing what they are doing. Tick the activities they mention.

watching a film   choosing a CD   fishing  
studying   waiting for a customer   making coffee  
having a massage   checking emails

- 1 What is the 'agreement' between the two shops?
- 2 What does the company pay for?
- 3 Why can the woman start work at 1p.m.?

## GRAMMAR

### PRESENT SIMPLE AND CONTINUOUS

**A** Read sentences a) and b). Answer the questions.

- a) This is the clothes shop.
- b) I'm having a break.

- 1 Which sentence describes something that is always true?
- 2 Which sentence describes a temporary situation?
- 3 Which sentence uses the present simple?
- 4 Which sentence uses the present continuous?

**B** Read sentences a)–d). Answer the questions.

- a) I'm choosing my free CD for the week.
- b) I'm checking my emails.
- c) I'm studying history.
- d) Six of us are doing online courses.

- 1 Which two sentences refer to this exact moment?
- 2 Which two sentences refer to the general present, but not to this moment?

Make two sentences or questions with the prompts.

Use the present simple and present continuous.

- 1 **you / work**    on a special task at the moment?  
                          on Saturdays?

*Are you working on a special task at the moment?*

*Do you work on Saturdays?*

- 2 I / look for a job at the moment  
at my emails when I get to work
- 3 I / not / use English for my job  
the photocopier at the moment
- 4 you / watch the news on TV every day?  
TV right now?
- 5 I / not / read any good books at the moment  
a newspaper every morning
- 6 you / have a good time at this party?  
a company car?
- 7 I / sell my house  
IT products to companies in Asia

**A** Make *you* questions with the prompts. Use the present simple or present continuous.

- 1 think / your salary / good?  
*Do you think your salary is good?*
- 2 speak / any other languages?
- 3 why / learn English?
- 4 study for / an exam / now?
- 5 work on / a special project / at the moment?
- 6 have / your own / office?
- 7 like / your / boss?

## WRITING

### STARTING/ENDING AN EMAIL

**A** Look at the phrases below. Which are formal (F) and which are informal (I)?

#### Starting an email

Dear colleagues **F**  
Dear Sir Hi Dear Dr Bryce Hello  
Dear All Hi everyone

#### Introducing the main topic

I am writing about ... It's about ... Regarding ...

#### Ending an email

See you soon Best wishes Bye for now  
I look forward to hearing from you Best regards  
Speak soon Take care Cheers Love  
Yours sincerely

## Read the email. What work does Vanessa do?

Dear Mr Shaw,

I am writing to apply for the position at your company advertised in JSI. I believe my personal qualities and my experience make me a good candidate for this job.

I worked for Seng Tech for three years, producing designs for apps. Our customers included Sherring Inc. and BTZ Co. I am currently developing mobile apps for two other companies.

I am very motivated by interesting tasks and I am looking for a chance to develop my skills in a bigger company.

I look forward to hearing from you.

Yours sincerely,

Vanessa Chiarollo

**C** Read the advert and write to BES. Use the prompts below and phrases from Exercise 9A.

- 1 Say why you're writing and introduce yourself.
- 2 Say what you're doing now (studying English, etc.).
- 3 Ask for information about BES's work experience programme.
- 4 End the email.

**BES** is an international furniture design company. Based in Ankara, we design and produce household furniture in 15 countries. We are looking for people who want work experience in design, sales and other areas.  
**Write to Hakan Balik at [hbalik@BES.nett](mailto:hbalik@BES.nett).**