

Making agreements

1 Look at the photos and the phrases. Do you have a cleaning service where you work, live or study? What do cleaners do?



clean the floor



empty the bins



clean the desks



vacuum the carpet



wash dishes/cups

2  2.4.1 Izabela, an office manager, has a meeting with Robert, a cleaning company owner. They discuss a cleaning contract. Watch the video. In what order do they talk about these things? Number the items 1-5.

- a the cost of the service _____
- b the working days _____
- c the cleaning tasks _____
- d the description of the office _____
- e the working hours _____

3 Watch the video again and complete Robert's notes with a word, number or phrase.

ROBERT'S CLEANING SERVICES

- Places to clean: reception area, one big office, two ¹ _____, a staff kitchen on the first floor; one big office, four individual ² _____ on the second floor; two staff toilets (one on each floor) and the stairs.
- Jobs to do: clean the desks; empty the bins and ³ _____, clean the toilets, the kitchen area and wash the coffee cups.
- Days of work: ⁴ _____
- Hours of work: Before ⁵ _____ a.m.
- Total hours of contract ⁶ _____ (per day), ⁷ _____ (per week).
- Agreed price: ⁸£_____ including charge for the cleaning products.
- Cleaning equipment in the cupboard in the ⁹ _____.

4 Match the questions with the answers. Watch the video again and check your answers.

- | | |
|--|--|
| 1 What do you want the cleaner to do, exactly? | a It's usually one cleaner for an office this size. |
| 2 Can the cleaner wash the coffee cups? | b About three hours a day. |
| 3 Do you want us to clean the windows? | c How about next Monday? |
| 4 How many cleaners are there? | d Yes, of course. |
| 5 How much time does the cleaner need? | e No, we have a specialist company to clean the windows. |
| 6 Does the price include cleaning products? | f Clean the desks, empty the bins and clean the floors. |
| 7 How much is that? | g No, it doesn't. There's a small charge for those. |
| 8 When can the cleaner start? | h It's ten pounds a week. |

MAKING AGREEMENTS

Asking about the company's service

How many [workers / chefs] are there?

How about (coming) [before / after] [8 o'clock / we start work]?

Can [you / your team] do that?

How much time do you need?

Can [you/your team] provide the [materials / plates / cleaning products]?

How much is that [for fifteen / twenty hours a week]?

Does the price include [materials / cleaning products / delivery]?

When can [you / your team] start?

Asking the client questions

What do you want [the cleaner / us] to do (exactly)?

How many [days / hours] do you need the [cleaning / catering] service?

What time do you want the [cleaner / chef] to come?

Is there a place for the [cleaning products / materials]?

How about [on Monday / on the 14th]?

Saying yes

Yes, we can. / Yes, it does.

Yes, that's fine/right. / Yes, of course.

Saying no

No, we can't. (I'm sorry).

No, it doesn't. (I'm sorry).

4 Match these question halves.

- | | |
|--------------------|------------------------------|
| 1 What do you want | a coming before 7 a.m.? |
| 2 How about | b time do the chefs need? |
| 3 How many | c include materials? |
| 4 What time do | d a place for the materials? |
| 5 How much | e you want us to come? |
| 6 Does the price | f start? |
| 7 When can you | g workers are there? |
| 8 Is there | h the staff to do, exactly? |

5 Match the answers (a-h) with questions 1-8 from Exercise 4.

- a How about 5.30 p.m.?
- b No, it doesn't. There's an extra charge for those.
- c We can't. I'm sorry.
- d How about next week?
- e Cook and serve the food, provide drinks, clear the tables and wash the dishes.
- f Yes, there is a room on the first floor.
- g It's usually five workers for a house this size.
- h About five hours.

1 Put the words in the correct order to make questions and responses.

1 do / days / how / cleaning service / a / many / need / you / the / ?

CL

2 work / how about / we / before / coming / start / ?

3 can't / I'm / we / sorry / no, / .

4 there / are / offices / many / how / ?

5 cleaner / the / time / what / come / want / you / do / to / ?

6 fine / yes, / that's / .

7 do / can / that / team / your / ?

8 the / wash / can / coffee cups / cleaner / the / ?

9 doesn't / no, / it / .

10 can / we / yes, / .

11 is / how / that / much / ?

12 do / to / us / what / want / you / do / ?

13 workers / there / many / how / are / ?

14 Monday / next / about / how / ?

15 start / when / your / can / team / ?

16 price / include / the / does / cleaning products / ?

2 Is each phrase in Exercise 1 a question for a cleaning company (CO), a question for a client (CL) or a response (R)?

3 Work in pairs. Write a conversation between a cleaning company and a client. Use as many of the phrases from Exercise 1 as possible.

You represent Robert's Cleaning Services. Use the table to ask and answer questions.

Questions for customer	Information to tell customer
How / rooms are / to clean? What / you want the cleaner to do? How / days / you need a cleaner? What time / you want the cleaner to come?	Your company: - can clean a small office in two hours a day. - does not clean windows (not in the contract). - charges €20 an hour on weekdays / €25 an hour at the weekend. - charges €3 a week for cleaning products.

Student B

You need a cleaner for your office. Use the table to ask and answer questions.

Questions for cleaning company	Information to tell the cleaning company
How / time does the cleaner need? How much / you charge? you supply cleaning products? How / is that?	- It's a small office, 70 square metres: two offices, a small kitchen and toilet. - Cleaning tasks: clean the floor, clean the kitchen and toilet, clean the desks and clean the windows. - You want a cleaner three days a week (Tuesday, Thursday and Saturday) after 6 p.m.

1 Put the words in the correct order to make questions.

1 the weekend / come / at / can / the builders / ?

2 many / are / there / how / chefs / ?

3 before / how / arrive in the office / about / coming / people / ?

4 the dishes / wash / the cleaners / can / ?

5 time / how / need / much / the engineers / do / ?

6 equipment / do / provide / you / ?

7 include / does / materials / the price / ?

8 can / start / your team / when / ?

2 2.03 **Match the questions in Exercise 1 (1-8) with the answers (a-h). Then listen and check.**

- | | |
|---|-------|
| a No, I'm sorry, we don't. | _____ |
| b Yes, that's fine. We can come at 7 a.m. | _____ |
| c How about Monday next week? | _____ |
| d No, I'm sorry. They only work from Monday to Friday. | _____ |
| e Yes, it does. They are included in the price. | _____ |
| f There are four in total. | _____ |
| g They usually fix this problem in one or two hours. | _____ |
| h Yes, they can. | _____ |

3 2.04 Complete the dialogues with the words in the box. Then listen and check.

about come do how is many need place there time weekend what

- 1 **A:** _____ do you want the cleaners to _____ ?
B: Clean the floors and empty the bins.
- 2 **A:** _____ many meeting rooms are _____ ?
B: There are three.
- 3 **A:** How _____ days do you _____ a cleaner?
B: Three days a week.
- 4 **A:** What _____ do you want the cleaner to _____ ?
B: After we finish work.
- 5 **A:** _____ there a _____ for the cleaning equipment?
B: Yes, there is a cupboard in this office.
- 6 **A:** How _____ coming at the _____ ?
B: No, I'm sorry, we can't.

Student A

You need a catering service for your office party. Use the table to ask and answer questions.

Questions for the catering company	Information to tell the catering company
How many catering staff / there? / they clean the office after the party? / you supply plates and glasses? How / do you charge?	- You want a cold buffet for twenty-five people. - The party is at 1 p.m. next Friday. - You have a kitchen where the catering staff can work. - You want the catering staff to clean the room after the party.

Student B

You represent a catering service. A new client wants catering for an office party. Use the table to ask and answer questions.

Questions for the client	Information to tell the client
you want a hot or cold buffet? How / people / there for the party? What day / the party? What time / the party? / there a kitchen at the client's office?	Your company: - can provide hot and cold buffets. - provides two catering staff for cold buffets and three for hot buffets for groups of 20–30. - does not clean rooms after a party. - provides all plates and glasses. - charges €20 per person for cold buffets and €27 for hot buffets.

Work in pairs. Role-play these situations.

- 1 The Managing Director of Cargo Printing calls a customer to arrange a meeting next week. The MD suggests a time and date. The customer agrees.
- 2 The MD calls a supplier and suggests a meeting on Friday 20th March. The date and time are not suitable for the supplier. The supplier suggests another date and time. The MD agrees.
- 3 A customer leaves a message for the MD. The customer was ill and missed a meeting at 9.30 a.m. The customer will call the MD later in the day.

Role card A

- 1 Hi, it's _____ (your name).
- 2 fine. / free / tonight?
- 3 How about / go / The Strings concert?
- 4 on / Q Club / 10.00.
What about / meet / 8.00?
- 5 OK, see / then.

Role card B

- 1 Hi, _____ (Student A's name),
how are you?
- 2 Yes, / am. What / want / do?
- 3 / good. Where / on?
- 4 Sorry, / busy at 8.00. How about /
meet / 9.30?
- 5 Bye!

Role card 1

What/Where/When:

Rosy Cinema

'In the middle of winter'

Film 20.30

Suggest meet: 19.00

Meet: 20.15

Role card 3

What/Where/When:

New café

Le Greasy Spoon

Breakfast

Suggest meet: 7.00

Meet: 9.30

Role card 2

What/Where/When:

New club

Jumpin' Joe's

Dancing

Suggest meet: 8.00

Meet: 11.30

Role card 4

What/Where/When:

Rock bar

Band: Bass Line

Doors open 18.00, Show 19.30

Suggest meet: 17.30

Meet: 18.30