

VOCABULARY 2

Leisure activities

- A** Complete the leisure activities below using words from the box. Sometimes more than one answer is possible.

going to listening to playing watching

- | | |
|----------------------------|-------------------------|
| 1 playing golf | 7 football |
| 2 TV | 8 the gym |
| 3 restaurants | 9 concerts |
| 4 music (on my iPod) | 10 the guitar |
| 5 tennis | 11 DVDs |
| 6 the cinema | 12 computer games |

- B** Talk about your leisure activities. Use the verbs in box 1 and the time phrases in box 2.

I love running at the weekend.

I like going to the cinema on Friday night.

1 love	2 at the weekend
like	on Friday/Saturday night
quite like	in the summer/winter
don't like	in August/December
	in the morning/afternoon/evening

See the DVD-ROM
for the i-Glossary.



LISTENING

Working and relaxing



Ros Pomeroy

- A** CD1.22 Listen to the first part of an interview with Ros Pomeroy. What does she like most about her job?

- B** CD1.22 Listen again and complete these notes.

Ros can be:

- in¹
-² a workshop or a³
- in her own⁴ in front of a⁵ screen
- on the⁶

- C** CD1.23 Listen to the second part of the interview and answer these questions.

- 1 What two things sometimes make it difficult to find enough time for leisure?
- 2 Overall, does Ros have enough time for leisure?

- D** In pairs, predict what Ros likes doing to relax.

- E** CD1.24 Listen to the final part and check your answers.

- F** In pairs, discuss what you like doing to relax.

Watch the
interview on
the DVD-ROM.



LANGUAGE FOCUS 2

Adverbs and
expressions of
frequency

- We use adverbs of frequency with the present simple to say how often we do things.
never sometimes often usually always
- They often go:
 - before the main verb: *Karla **sometimes** works from home.*
 - after the verb *to be*: *I **am never** at work before 9 a.m.*
- Expressions of frequency can go at the beginning or the end of a sentence.
***Two nights a week**, he works late at the office.*
*He works from home **once a month**.*

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A Write the words in brackets in the correct place in these sentences.

- 1 She ^{usually} gets up early. (*usually*)
- 2 They start their first meeting at nine o'clock. (*always*)
- 3 We are late for meetings. (*never*)
- 4 I am busy in the afternoon. (*often*)
- 5 The office closes at 3 p.m. (*sometimes*)

**B** Read these pairs of sentences. Cross out the incorrect word in sentence b) of each pair.

- 1 a) He reads the papers every day.
b) He ~~always~~ / ~~sometimes~~ reads the papers.
- 2 a) We eat in the company cafeteria four times a week.
b) We ~~usually~~ / ~~sometimes~~ eat in the company cafeteria.
- 3 a) I work late once a month.
b) I ~~usually~~ / ~~sometimes~~ work late.
- 4 a) The managers don't go to business dinners at the weekend.
b) The managers ~~never~~ / ~~sometimes~~ go to business dinners at the weekend.
- 5 a) The Company Director travels on business twice a week.
b) The Company Director ~~always~~ / ~~often~~ travels on business.

C CD1.25–1.27 An interviewer asks three people about their typical day. Listen and complete this table.

	Mark	Isabelle	Dan
1 What do you do when you get to work?	<i>Say hello to colleagues, check e-mail</i>		
2 Where do you have lunch?			
3 How often do you travel on business?			
4 What do you do at the weekend?			

D Work in pairs. Ask and answer the questions in Exercise C.**E** Work in pairs. Ask and answer these questions. Add your own questions.

How often do you ...

- | | |
|-------------------------------------|-----------------------------|
| 1 play sports? | 5 entertain at home? |
| 2 use a mobile phone? | 6 go on business trips? |
| 3 drive to work/college/university? | 7 go abroad on holiday? |
| 4 go to a gym / fitness centre? | 8 buy a newspaper/magazine? |

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SKILLS

Talking about
work and
leisure

Watch the
conversation on
the DVD-ROM.



A Match the questions (1–6) to the answers (a–f).

- | | |
|--|---|
| 1 What do you do in your job? | a) Usually about six o'clock. |
| 2 What do you like best about your job? | b) I manage a web team at an IT company. |
| 3 How many hours a week do you work/study? | c) From time to time. We sometimes go for a meal. |
| 4 When do you finish work? | d) I play golf. |
| 5 Do you meet your colleagues after work? | e) I work flexible hours, which is great. |
| 6 What do you do in your free time? | f) Between 30 and 35 hours. |

B Work in pairs. Ask and answer the questions in Exercise A.

C CD1.28 Listen to a conversation between Pat and Tim. Tick (✓) the questions and answers from Exercise A that you hear.

D CD1.28 Complete the extract below from the conversation using the words from the box. Then listen again to check.

enjoy interested into ~~love~~ love playing really watching

Pat: What do you do in your free time?

Tim: I love¹ sports. I² like karate and I³ playing golf. But I'm not really⁴ in watching sports on TV. I don't⁵ watching professional golf, for example. What about you?

Pat: I like golf too, but I'm also⁶ French cinema and jazz music. I like⁷ DVDs and I really enjoy going to concerts. I also like⁸ the guitar. I'm interested in computer games, but I'm not very good at them.

E Work in pairs. Tell your partner how you feel about your work or studies. Use phrases from the Useful language box below.

I really enjoy having flexible hours. I don't enjoy doing overtime.

I like my boss/colleagues. I don't like long meetings.

F Work in pairs. Ask and answer questions about what you do in your free time. Use phrases from the Useful language box.

A: What do you do at the weekend? B: I usually visit friends.

G Change partners. Tell your new partner about your first partner's likes and dislikes.

John likes playing football on Saturdays. He doesn't like writing e-mails.

USEFUL LANGUAGE

ASKING QUESTIONS

What do you do {
at work / in your studies?
during the day?
in your free time?
at the weekend?
after work?
in the evening?
Do you like ...? Yes, I do. / No, I don't.
How often do you ...?

EXPRESSING FEELINGS

I like/love ...	I don't like ...
I'm really into ...	I'm not into ...
I'm keen on ...	He isn't really keen on ...
I really enjoy ...	She doesn't enjoy ...
I'm interested in ...	We aren't interested in ...

HUDSON DESIGN INC.

Why are staff unhappy
at a design business?

2

Case study

Background

Hudson Design is based in New York. It designs websites for companies. Hudson's head office is in an expensive area of the city. It is on the 20th floor, and staff have a beautiful view of New York. The company is making a lot of money. However, many employees are unhappy, and the owners are worried that some will leave. A team from Human Resources is interviewing people in different departments: a receptionist, a website developer, a writer and a graphic designer.

 **CD1.29** Listen to a member of Human Resources interviewing one of the company's employees. Discuss what the employee likes and dislikes about his work. In your opinion, how should he solve his problem?

Task

- 1 **Work in pairs.**
Student A: See right.
Student B: Turn to page 135 and choose one role.
Read your role card and prepare for the interview.
- 2 **Do the interview.**
- 3 **Meet as two groups: interviewers and employees.**
Make a list of the problems and decide which ones are important.
- 4 **Meet as one group and choose three working conditions to change at Hudson Design.**

Student A

Interviewer (Human Resources)

Interview a staff member and ask questions. Note down the answers.

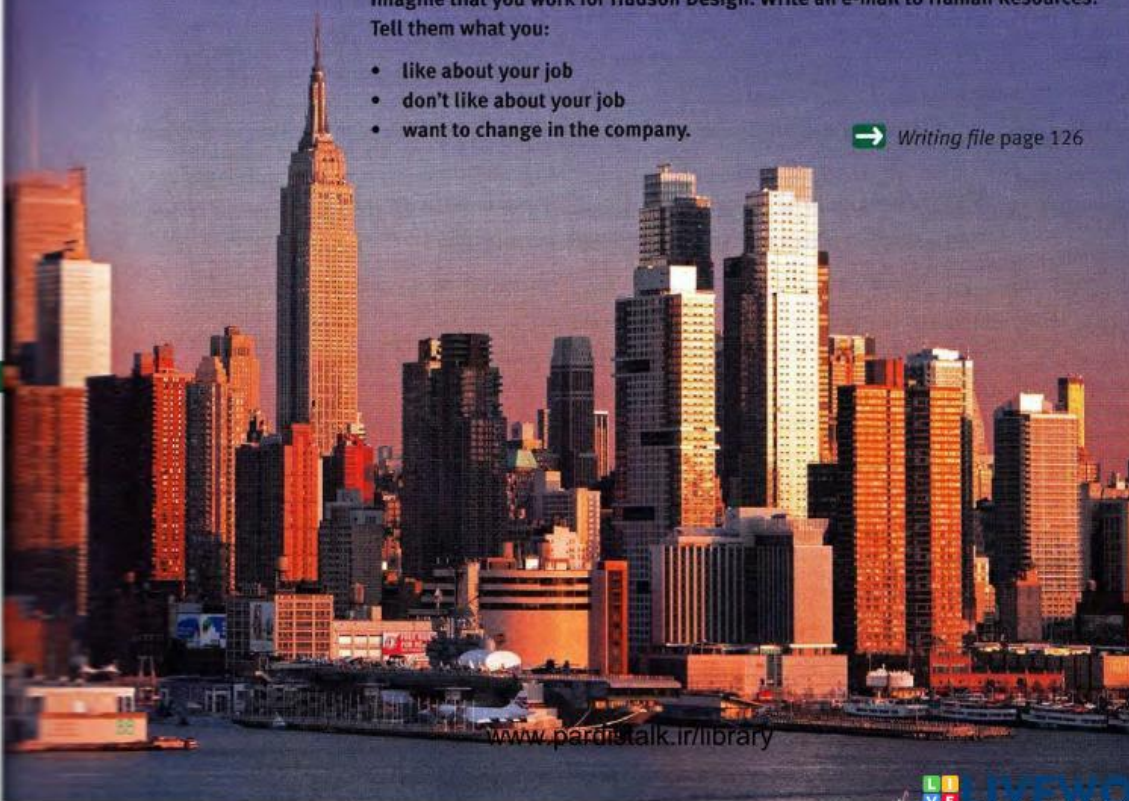
- Position: (What / job?)
- Routine: (What / do / each day?)
- Hours: (What / hours / work?)
- Breaks: (How often / breaks?)
- Lunch: (When and where / have lunch?)
- Feelings about job: (What / like / not like about job?)

Writing

Imagine that you work for Hudson Design. Write an e-mail to Human Resources. Tell them what you:

- like about your job
- don't like about your job
- want to change in the company.

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Writing file

E-mails

E-mails can have a formal business style or a very informal style, similar to spoken English.

This formal e-mail is similar to a standard business letter, but usually it is shorter. The e-mail should begin with *Dear ...* and finish with *Best wishes* or *Best regards*.

You use this style if you are writing to somebody outside the company or somebody you do not know well.

From: e.lee@bilder.com
To: tobias.schmidt@schneemans.de
Subject: Dinner invitation

Dear Mr Schmidt

I would like to invite you to dinner after your visit to our company next week if you have time. Our Managing Director, Alison McDermott, will also come.

I will book a table at an Italian restaurant, Via Venezia, for 8 p.m. on Tuesday evening. The restaurant is next to your hotel in Barchester Road.

I hope you can join us. Please can you let me know this week?

Best wishes
Emily Lee

Emily Lee
Head of PR
Bilder Construction PLC
Box 62
London W1

This informal e-mail is for people you know well inside or outside the company. The e-mail often begins with *Hi* or *Hello* and finishes with *Regards* or *CU*. *CU* means *See you*.

Other short forms are:

TX/TNX = thanks
RUOK = Are you OK?
FYI = for your information
BTW = by the way
ASAP = as soon as possible

From: e.lee@bilder.com
To: s.carpenter@bilder.com
Subject: Seminar contact

Hello Sally

I made an interesting contact at the seminar last week. Pablo Almeida is in charge of Research and Development at Rozlin Electronix in Seville. He is very interested in our new training software and wants you to contact him. Here is his e-mail address:

pablo.almeira@rozelex.com

Hope he's useful for you!
CU
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Student B

Choose one of these roles.

Role card 1

Receptionist

Your job: Receive visitors; answer phone calls; book meeting rooms

Hours: 8 a.m.–5 p.m. Monday to Friday.
You sometimes work on Saturdays.

Breaks: One 15-minute break in the morning

Lunch: 1 p.m.–2 p.m. You never go out for lunch because the restaurants in the area are very expensive.

Feelings about job:

You are *not* happy.

- The reception desk is always very busy, so the work is tiring and stressful.
- You have a two-year-old daughter. You take her to a childminder every morning before you go to work. The childminding is very expensive.
- You want more flexible hours, longer breaks, a restaurant and a free day-care centre in the company.

Role card 2

Website developer

Your job: Build software programs; design web pages, graphics and images; advise clients how to improve their software

Hours: 8 a.m.–5 p.m., but often later and at the weekend

Breaks: No regular breaks

Lunch: You usually have a sandwich at your desk.

Feelings about job:

You enjoy the job. You like your colleagues, but you do not like your boss because he:

- does not give you clear goals
- tries to tell you how to do your job
- asks you to give him reports each day about your work.

Role card 3

Writer

Your job: Write creative, original content for company websites; research topics on the Internet

Hours: 9 a.m.–5 p.m., often later

Breaks: No regular breaks

Lunch: Flexible times

Feelings about job:

You are very unhappy because you:

- are always under pressure and stressed. The company needs more content writers.
- want to spend two days a week working at home. The owners won't let you do this.
- want the company to provide free private health care.

Role card 4

Graphic designer

Your job: Meet clients to discuss what they want; produce new ideas for clients and help them to improve their website design

Hours: No fixed times, but always very long hours

Breaks: No fixed times

Lunch: You always have lunch at your desk. Usually fast food / a takeaway meal.

Feelings about job:

You want to leave the company because:

- the owners do not listen to you when the website developers and designers discuss new projects.
- the owners get angry if you have a hospital or dental appointment, or when you are late because you take the children to school.
- some of the younger designers need training, but the owners do not want to send them on training courses.

2 Present simple; adverbs and expressions of frequency

Present simple

Form

+	I/You/We/They work . He/She/It works .
-	I/You/We/They don't work . He/She/It doesn't work .
?	Do I/you/we/they work ? Does he/she/it work ?

Uses

We use the present simple:

- to talk about habits and work routines.
*I **get up** early in the morning.*
*She **works** from home.*
*They **go** to work by train.*
- to talk about facts and things that are generally true.
*They **have** offices in Seoul.*
*It **rains** a lot in Manchester.*
*She **earns** a high salary.*
- with verbs that describe permanent states.
*I **like** meeting people.*
*She **has** three children.*
*I think he **lives** in a flat.*
*I **know** his boss very well.*
- with adverbs and expressions of frequency.
*She **always wears** blue.*
*He **usually/generally takes** work home at the weekend.*
*They **often go** home early on Fridays.*
*I **sometimes play** tennis with a colleague.*
*Do you **ever go** to the theatre?*
*I **never go** to the theatre.*

Adverbs and expressions of frequency

- Adverbs of frequency usually go before the main verb, but after the verb *to be*.
*I **sometimes** make phone calls to the USA.*
*My boss is **usually** friendly.*
*We don't **generally** stay up late.*
- For emphasis, *usually*, *generally*, *often* and *sometimes* can go at the beginning of a sentence.
***Sometimes**, I don't like my job.*
***Generally**, we take clients out to a good restaurant.*
- Expressions of frequency can go at the beginning or the end of a sentence, but not in the middle.
***Once a year**, we have a sales conference.*
*We have a sales conference **once a year**.*
(NOT ~~We have once a year~~ a sales conference.)
*Does he play golf **every Saturday**?*
(NOT ~~Does he every Saturday~~ play golf?)