

Communicative
grammar

▶ TALKING ABOUT WORK

→ Grammar reference: page 106

I **work** in the marketing department.You **manage** shop assistants.We **work** in a shop.They **sell** clothes.I/You/We/They **have** meetings.She **works** in the marketing department.He **writes** reports.She **makes** designs.He **sells** clothes.He/She **has** meetings.

3 Match 1–4 with a–d and 5–8 with e–h.

- | | | | |
|----------------|-----------------------------|--------------|--------------------------|
| 1 I manage | a phone calls to clients. | 5 I have | e technical problems. |
| 2 You work for | b hybrid and electric cars. | 6 You solve | f the process is safe. |
| 3 We sell | c a team of twelve people. | 7 We write | g meetings with clients. |
| 4 They make | d a multinational company. | 8 They check | h emails and reports. |

4 Complete the texts with the correct form of the verbs in the boxes.

have sell work write

David is an Accountant. He ¹ _____ for a chemical company. It ² _____ chemical products. He ³ _____ meetings with other departments and he ⁴ _____ financial reports.

answer manage work solve

Linda ⁵ _____ as a Customer Service Manager. She ⁶ _____ a team of twenty staff. She ⁷ _____ phone calls from customers and ⁸ _____ their problems.

T Teacher's resources:
extra activities

VIDEO 5A ▶ 2.1.1 Watch Elena in the video and complete the information in the table.



	Elena	Ellen	Steve
City/Country	Southend-on-Sea	Leicester, England	⁹ _____
Company	¹ _____	⁵ _____	¹⁰ _____
Job/Department	² _____	Senior Research Manager	¹¹ _____
Responsibilities	³ _____ ⁴ the phone, and give visitors a pass	⁶ _____ with the team and ⁷ _____ with manager, make phone calls and ⁸ _____ emails	¹² _____ the sales team, ¹³ _____ meetings with clients

B Watch Ellen and complete the information in the table.

C Watch Steve and complete the information in the table.

6A Work in pairs. Ask and answer the questions.

- What's your name? • Where are you from? • Where do you work?
- What's your job? • What do you do at work?

Student A: Read your role card on page 114 or use your own information.

Student B: Read your role card on page 116 or use your own information.

B Work in new pairs. Use the questions in Exercise 6A and introduce yourself to your partner.

C Work with your partner from Exercise 6A. Tell your partner about the person you talked to in Exercise 6B.

His/Her name is ...

Student A

Name: Pawel/Paula Nowak

City/Country: Krakow, Poland

Company/Department: international hotel chain

Job: Hotel Manager

Responsibilities: ten staff, emails, phone calls, guest problems

Student B

Name: Hans/Hannah Müller

City/Country: Leipzig, Germany

Company/Department: import/export, sales

Job: Sales Representative

Responsibilities: phone calls, emails, meetings with clients, sales reports

2.2

What does the company do?

Lesson outcome

Learners can understand and give a short basic description of a company.

Lead-in

1 Do you have these products? What brand is the product?

car e-reader laptop/computer mobile phone TV washing machine

Vocabulary

What companies do

2A Match the photos (A-F) with the business activities.

design cars make clothes make consumer electronics
provide air transport services provide financial services sell products online

B Match the companies with the business activities in Exercise 2A.

Allianz Amazon Inditex Qatar Airways Samsung Volkswagen

3 2.01 Choose the correct word. Then listen and check.

- Qatar Airways *designs* / *provides* air transport services.
- Allianz *provides* / *makes* financial services.
- Volkswagen *designs* / *provides*, makes and sells cars.
- Amazon *makes* / *sells* books and other products online.
- Inditex makes and *sells* / *provides* clothes in shops and online.
- Samsung *makes* / *provides* mobile phones and home electronics.

4A Write sentences about these companies using the verbs in Exercise 3.

Alibaba Apple Bank of China H&M Lufthansa Toyota

B Work in pairs. Ask and answer questions about the companies.

A: What does Apple do? B: It makes ...

5A 2.02 Write the missing numbers. Then listen and repeat.

100	a/one hundred
_____	three hundred and twenty
647	six hundred _____ forty seven
1,000	a/one thousand
55,367	fifty-five _____, three _____ and sixty-seven
_____	seventy-eight thousand, one hundred and thirteen
100,000	a/one hundred thousand
360,000	three hundred _____ sixty _____
_____	eight hundred and ninety-two thousand, six hundred and seventeen
1,000,000	a/one million

→ page 112 See Numbers

B 2.03 Complete the sentences with the numbers in the box. Then listen and check.

- Allianz has over ¹ _____ employees in more than seventy countries.
Amazon has over ² _____ warehouse robots.
Qatar Airways has ³ _____ aircraft and flies to over ⁴ _____ destinations.
Inditex has over ⁵ _____ stores and over ⁶ _____ employees in ninety-six countries.

C How many employees/students are there where you work/study?

→ page 97 See Pronunciation bank: Numbers

150 220 7,000 174,000
100,000 140,000

T Teacher's resources:
extra activities

Reading and listening

6 Look at the company profile. Complete the table.

About Tramuntana

We are an e-commerce company. We sell clothes and shoes in our online shop. We work with top brands. We are based in Paris and have offices in eighteen countries. We have 700 staff all over the world. Most of our sales are in Brazil, Mexico, Spain, Poland, Germany and Ireland.

Company name	
Business	
Head office	
Number of countries	
Number of staff	
Top sales	

7 Read the company profile again. Are the sentences *true* (T) or *false* (F)? Correct the false sentences.

- | | |
|--------------------------------------|-----------------------------------|
| 1 Tramuntana designs cars. | 4 It is an international company. |
| 2 It sells products on the internet. | 5 There are 700 staff in Paris. |
| 3 It sells famous brands. | 6 The top sales are in Asia. |

8 2.04 Listen to Alan Murray talking about his company. Match 1–5 with a–e.

- | | |
|-----------------------------------|---------------------------------------|
| 1 We are | a in Bonn, Germany. |
| 2 We provide | b an international transport company. |
| 3 Our global head office is based | c in 220 countries. |
| 4 We have over 360 offices | d 85,000 staff and 250 aircraft. |
| 5 We have | e global logistics services. |



A/AN

→ Grammar reference: page 106

We use *an* with a word beginning with a vowel sound: *an airline, an e-commerce company, an international transport company, an MBA, an hour, an online company, etc.*

We use *a* with other words: *a bank, a car company, a manufacturer, etc.*



Teacher's resources:
extra activities

Writing 9A Look at the table about the InterContinental Hotels Group. Write a short description of the company. Use some of the phrases in the box.

Company name	InterContinental Hotels Group (IHG)
Business	hospitality services
Head office	Denham, England
Hotels	Over 5,300
Countries	100
Staff	Over 375,000 people in hotels and corporate offices globally

We are a/an ... company. We make/sell ... We provide ... services.

We are based in ... We have (offices) in ... We have over ... staff/offices/etc.

About InterContinental Hotels Group

Self-assessment

I can understand and give a short basic description of a company.

