

## Functions Networking

We use these phrases when we meet people at a conference or networking event.

**Examples** It's Aziz, isn't it?

I'm sorry, I don't remember your name.

Nice / Pleased to meet you, Corinne.

We met last year at the Virtual Reality conference.

It's nice to meet you again.

We use these phrases to introduce another person.

**Examples** I want you to meet Pete Shen. / Would you like to meet Mr Yamada?

We use these phrases to talk about our work.

**Examples** I'm based in Chile.

I'm in charge of designing the company website.

Previously, I worked for (+ company).

Currently, I'm working on (+ project).

I deal with reviews of laptops and tablets.

Are you familiar with ...? Yes, I am / No, I'm not.

We use these phrases to share our contact details.

**Examples** Here's my card.

Give me your email and I'll save it on my phone.

My email address is Collins (all one word) at tcollins dot com.

### PRACTICE 1 Choose the correct words to complete the conversations.

- 1 A What do you do as the production manager?  
B Well, I deal *about* / *with* problems in the factory and things like that.
- 2 A Where did you work before you joined BMW?  
B *Eventually* / *Previously* I worked for Mercedes.
- 3 A Do you often come to China?  
B Yes, because *currently* / *recently* I'm working on a project in Beijing.
- 4 A Would you like *meeting* / *to meet* our new office manager?  
B Yes, I would. Can you introduce us, please?
- 5 A Let's talk again. *Give* / *Say* me your email and I'll save it on my phone.  
B Sure. Here's my card. It has my email and my phone number.

### 2 1.5 Listen to three conversations. What industry do the people work in?

- 1 Chizuko \_\_\_\_\_ 2 Julianne \_\_\_\_\_ 3 Nikolai \_\_\_\_\_

### 3 1.5 Complete the missing words in the extracts. Listen again and check.

- 1 Adriana I want you to \_\_\_\_\_ me \_\_\_\_\_ Chizuko Honda. Chizuko, this is Felipe Diaz.  
Felipe P \_\_\_\_\_ t \_\_\_\_\_ meet you, Chizuko.  
Chizuko Nice to meet you too, Felipe.  
Adriana Chizuko is i \_\_\_\_\_ c \_\_\_\_\_ of our hotels in Osaka.
- 2 Brian Excuse me. It's Julianne Blanc, i \_\_\_\_\_ i \_\_\_\_\_? We met last year at the WA Forum.  
Julianne That's right. I'm so sorry, I d \_\_\_\_\_ r \_\_\_\_\_ your name.  
Brian Brian. Brian Smith.  
Julianne Nice to m \_\_\_\_\_ you a \_\_\_\_\_, Brian.  
Brian Are you working here in New York now?  
Julianne No, I'm not. I'm b \_\_\_\_\_ i \_\_\_\_\_ Washington.
- 3 Chloe Are you f \_\_\_\_\_ w \_\_\_\_\_ our software, Nikolai?  
Nikolai No, I'm not.  
Chloe In that case, let's talk again. Here's m \_\_\_\_\_ c \_\_\_\_\_.  
Nikolai Thank you. Here's mine.

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Complete the conversation using the verbs next to each line.

A Have you heard <sup>1</sup> the news about Manuel?B No, what <sup>2</sup>?A He <sup>3</sup> the company.B Really! When <sup>4</sup> this <sup>4</sup>?A He <sup>5</sup> his notice yesterday.B That's a shock. He <sup>6</sup> here for years.A I know. I <sup>7</sup> him since he first started.B When <sup>8</sup> you <sup>8</sup>?A Rene <sup>9</sup> me at lunch today. Apparently he <sup>10</sup> to Manuel yesterday.B What <sup>11</sup> he <sup>11</sup>?A He <sup>12</sup> a new job. He <sup>13</sup> the interview last week and they <sup>14</sup> him the job already.

B That's great news for Manuel.

hear  
happen  
leave  
happen  
give  
be  
know  
find out  
tell, speak  
  
say  
find, have  
offer

## Vocabulary Starting a new business; phrasal verbs

1 Match 1–8 with a–h.

- 1 set up \_\_\_\_\_
- 2 put together \_\_\_\_\_
- 3 carry out \_\_\_\_\_
- 4 find out \_\_\_\_\_
- 5 sort out \_\_\_\_\_
- 6 look after \_\_\_\_\_
- 7 take on \_\_\_\_\_
- 8 turn on \_\_\_\_\_

- a the TV
- b new staff
- c a problem
- d a child
- e research
- f new information
- g a report
- h a new company

## Review

**Modal and related verbs** *have to, must, need to, be allowed to, can*

**PRACTICE 1** Read the email. Choose the correct verbs.



From: Elisa Cheng  
To: Stephen Halts  
Subject: Colombia trip

Hi Stephen

Here are some last-minute reminders about your trip to Colombia. You *have to* / *can* <sup>1</sup> get to the airport at least two hours before your flight. I've arranged for a taxi to pick you up at 7 a.m. so you *don't need to* / *mustn't* <sup>2</sup> worry about getting to the airport. But you *must* / *mustn't* <sup>3</sup> remember to set your alarm clock!

You are *allowed to* / *expected to* <sup>4</sup> take a maximum of 10 kg in luggage. I think it's OK, as you *mustn't* / *don't need to* <sup>5</sup> take all the conference papers with you because there'll be copies for you at the conference. However, you *need to* / *can't* <sup>6</sup> take a backup copy of your presentation with you, just in case.

You *can* / *need* <sup>7</sup> to check in online 24 hours before the flight if you want, but you *mustn't* / *don't have to* <sup>8</sup> if you don't want to. By the way, I'm sure you know this, but you *don't need to* / *are not allowed to* <sup>9</sup> smoke anywhere in the terminal building.

Have a good trip. And don't forget – you *must* / *mustn't* <sup>10</sup> bring me back some coffee!

Best  
Elisa

## Work skills Presentations 2: structuring a talk

Match 1–8 with a–h to make phrases from a presentation.

- 1 I've divided my talk \_\_\_\_\_
- 2 Good morning, everyone, and \_\_\_\_\_
- 3 Now let's move \_\_\_\_\_
- 4 Does anyone have \_\_\_\_\_
- 5 Today, I'm going to talk \_\_\_\_\_
- 6 My first point deals with \_\_\_\_\_
- 7 To sum up, we've \_\_\_\_\_
- 8 That brings me \_\_\_\_\_

- a any questions?
- b about some of our recent research.
- c to my last point today.
- d on to the second point in my talk.
- e the findings of our latest research.
- f into three sections.
- g thank you for coming.
- h looked at the research and discussed possible solutions.

## Functions Discussing and reaching agreement

**PRACTICE 7** 🎧 7.5 Listen to six conversations. Do the people agree to (A) or reject (R) the proposal / request?

1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4 \_\_\_\_ 5 \_\_\_\_ 6 \_\_\_\_

**8** 🎧 7.5 Work in pairs. Complete the extracts with the missing words. Listen again and check.

- 1 A I have to go to the bank tomorrow. Can you do my morning shift and I'll do your afternoon one?  
B OK. \_\_\_\_\_, can we change our shifts this weekend so you work on Saturday and I work on Sunday?
- 2 A We can deliver 500 chairs to your furniture shop by the end of next month.  
B It's \_\_\_\_\_!
- 3 A We would like you to start construction of the research centre on 1st May and to finish the work by September next year.  
B I'm \_\_\_\_\_ such a short timetable wouldn't be possible.
- 4 A What we propose is a temporary contract of three months, followed by a possible permanent contract.  
B That \_\_\_\_\_ fine for us.
- 5 A We cannot do this project \_\_\_\_\_ get more financial help from your company.  
B I understand that and I agree. We can offer you a further \$60,000.
- 6 A We want you to provide IT training in English, French, and German.  
B I'm sorry, but that's \_\_\_\_\_. Our trainers only speak English.

**Great work, dear! Congratulations on your effort this year! 🍌**