

1 **The pictures show some security measures for entering a building. What are the advantages and disadvantages of each?**

2 31▷ **Listen to two extracts from a meeting and answer questions 1–2.**

1 What is the current security system? What is the new system?

2 What are the advantage and the disadvantage of the new system?

3 31▷ **Match 1–12 to a–l. Then listen again and check your answers.**

1 What I want to do today, … ____
2 I'll talk about … ____
3 As you know, we've recently … ____
4 Up to now, … ____
5 Because of this … ____
6 So, first, I'd like to update you … ____
7 As a result, … ____
8 What's the reason for … ____
9 It's because security … ____
10 Can you tell us … ____
11 Do you mean that … ____
12 The current situation, as it stands, … ____

a more about them?
b we've decided to upgrade the system.
c changing the current system?
d no one has stolen anything …
e been having a few problems …
f is to explain …
g on the plans for changes to …
h the background to the situation …
i we have to swipe every time …?
j can't always check …
k simply doesn't prevent …
l we've been installing …

LIVEWORKSHEETS

4 **Put the phrases in 3 into these categories.**

a Introduce a talk: 1

b Give background information: _____

c Ask for information / clarification / an explanation: _____

d Give an explanation / reason: _____

Key expressions

Introducing a talk

What I want to do today is ...
I'll talk about ...
I'll run through ...

Giving background information

As you know, we've recently ...
As you are aware ...
Up to now ...
I'd like to update you on ...
The situation / problem now is that ...
We expect the situation to ...
The situation, as it stands ...

Asking for an explanation

What's the reason for ...?
I don't quite understand how it works.
Can you tell us (more) about ...?
What do you mean by ...?

Giving an explanation

It's because of the fact that ...
As a result, ...
Because of this ...
By (+ *-ing*) ..., we can / hope to ...

Checking information

So, if I understand you correctly ...
Do you mean that ...?
I'm not sure I follow you.

A Give background information and describe changes to the security system.

B Ask for an explanation.

A Give an explanation.

B Ask for further clarification / information about how the new system will work.

A Give more details about the new system.

Student A

Read this email, make notes, then update your partner.

To: All administrators
From: Head of Administration
Subject: New security measures

As many of you are aware, we've recently been having a number of problems with the underground car park. In one case, an employee had her bag stolen from her car. As a result, we've decided to install CCTV in all parts of the car park and in the corridors around the offices.
By the end of the month, you will see these cameras around the building. The cameras are connected to TV screens at reception.

Student B

Read this email, make notes, then update your partner.

To: All administrators
From: Head of Administration
Subject: New security measures

As many of you are aware, we've recently been having a number of problems with virus programs on the network. In one case, a hacker logged on and tried to read private employee information. As a result, we've decided to install a new software program and to start a new system of passwords.
By the end of the month, the new software will automatically scan your computer when you open it. You will also receive a new password every month to log on to your computer. Your department manager will give you this password on the 1st of every month. Please do not pass this on to anyone else in or outside of the company.

LIVEWORKSHEETS

6 Work with a partner or in small groups. Think of a situation at work that changed, either recently or in the past. Explain the original circumstances, what the change was, and the reasons for it. Be prepared to answer any questions or requests for further explanation. It might be

- a new security system
- a reorganization of your working space
- a reorganization of your team structure
- a new pricing system
- a new delivery system
- a change in your way of travelling to work.

Student A

1 You manage a small office of five people. You want to change the lunch break system. Give a presentation on the situation.

Present situation: all staff take lunch at the same time.
Problem: there is no one in the office over lunch and clients have complained about this.
Proposed changes: staff will take lunch at different times; lunch will begin at 11.30 a.m. for some and 12.30 p.m. for others.

Be prepared to answer questions!

2 You work for a small, but growing company. The owner wants to propose a change.

You think he wants to make Sandra Piaf the new manager. You are not happy about the change. You think staff can work on their own when the owner is away (and you don't like Sandra).

Listen to the presentation and ask questions.

Student B

1 You work in a small office of five people. Your manager wants to propose changes to the lunch break system.

You are not happy about the changes, especially the proposal that some lunch breaks will begin at 11.30 a.m.

Listen to the presentation and ask questions.

2 You own a small, but growing business. You want to appoint an assistant to be in charge when you are away. Give a short presentation on the situation.

Present situation: you have to travel more and more and you will be employing three more staff next month.
Problem: no one is in charge when you are away and you also need an assistant to help with the growing business.
Proposed changes: appoint Sandra Piaf (a current employee) to be your assistant; all staff will report to her when you are away.

Be prepared to answer questions!

LIVEWORKSHEETS