A company's first year

1A Read the timeline. Complete the notes.

TIMELINE **SOFTWARE DE JOGO**

January	Brother and sister João and Manuela Silva create a simple smartphone game called *Vai-Vai*. However, they don't launch the game. They want to make it better first. They hire two software engineers to make the game better. They don't open an office. They work from their home.
March	They create a software company and call it Software de Jogo.
April	They rent an office in their home city, Brasilia.
June	They launch *Vai-Vai* in Portuguese. It's an instant success in Brazil and Portugal.
August	They hire translators for an English version of *Vai-Vai*.
October	The Silvas move their office from Brasilia to Campinas – Brazil's Silicon Valley. They hire a product manager and two more engineers to produce more games.
December	Software de Jogo expands its range of games to five.

The name of João and Manuela's game:
1 _____

The name of their company:
2 _____

Original location of company:
3 _____

Location of company from October:
4 _____

How they expanded in October:
5 _____

Number of games in range from December:
6 _____

Student A

Write questions. Ask Student B.

1 Who / start Software de Jogo?
_____

2 Who / João and Manuela hire / January?
_____

3 When / create Software de Jogo?
_____

4 Where / rent an office?
_____

5 When / launch *Vai-Vai* in Portuguese?
_____

Student B

Write questions. Ask Student A.

1 Where / *Vai-Vai* / instant success?
_____

2 Who / hire in August?
_____

3 When / move to Brazil's Silicon Valley?
_____

4 Why / hire a product manager and two more engineers?
_____

5 How many games / produce from December?
_____

LIVEWORKSHEETS

Preparing for a move

2 **It is October and the company needs to move to Campinas next week. Use João's notes to write instructions to the team for the move.**

Move to Campinas

- It's next week!
- Employees' jobs for Friday =
  - removing everything from desk
  - putting things in a box
  - writing name on box – boxes not be moved – should leave on desk!
- Remember to thank the team for cooperation.

3 **João writes an email to his staff to thank them for the work they did last year. Put the sentences (a–i) in the correct order.**

Student A

1 **Choose the correct words to complete the questions.**

1 How did the project *go / went, generally*?
2 What *go / went* well, in particular?
3 What did you *do / did*?
4 What *are / do* you need to change?
5 What *did / was* the problem?
6 What *didn't go / wasn't* well?

2 **You are a writer for a business blog. Interview João Silva. Use the questions in Exercise 1 and complete the notes.**

How the project went:
What went well:
What didn't go well:
What the problem was:
What João did:
What the João wants to do next:

Student B

1 **Complete the sentences.**

didn't hit fixed had grew want to went

a We _____ our target of 100,000 sales.
b It _____ well.
c We _____ problems with the English translation.
d We _____ the problems.
e We _____ our range of games from one to five.
f We _____ create more games.

2 **Answer the interviewer's questions. Use the sentences in Exercise 1 and the notes below.**

A: *How did it go, generally?*
B: *It went well.*
A: *What went well, in particular?*
B: *We grew our range of games from one to five.*

Project went well
Grew one to five games
Didn't hit target (100,000)
Problems with English translation
Fixed problems
Next: More games!

LIVEWORKSHEETS

Review 3

Vocabulary

1 Choose the correct words to complete the timeline.

1975 Teenage brothers Jun and Kenji Yamada [1]*move / expand* from Osaka to San Francisco with their parents.

1982 Aged 20 and 22, they [2]*hire / start* a tea company and [3]*hire / produce* Japanese tea for local restaurants.

1984 They [4]*open / move* a tea house called Yamada Tea.

1988 Jun leaves the business and [5]*moves / creates* a different company.

1990 Yamada Tea opens more shops and [6]*hires / produces* more employees.

1994 Yamada Tea [7]*expands / starts* its market to Canada.

1998 Kenji [8]*opens / launches* a new brand: Yamada Coffee.

2 Complete the email with the phrases (a–d).

a please do the following

b We appreciate your cooperation

c To all staff

d Best wishes

New canteen cards

[1] _____ ,

Next week, the new canteen opens. In preparation for this, [2] _____ :

- Get your new canteen card from Martin (Admin Assistant).
- Use the machine outside the canteen to add money to the card.
- From next Monday, pay in the canteen with your card.

[3] _____ . Have a great weekend!

[4] _____ ,

Leon Dupuy

Office Manager

Grammar

3 Complete the questions with the correct form of the verbs.

A: When [1] _____ the company [2] _____ ?

B: It expanded in 2009.

A: When [3] _____ they [4] _____ to Brazil?

B: They moved in 2018.

A: Who [5] _____ the company?

B: The Zheng sisters started it.

A: What [6] _____ Joe [7] _____ in 2015?

B: He created a different company.

A: [8] _____ you [9] _____ new employees?

B: No, I didn't hire new employees.

A: [10] _____ they [11] _____ new products often?

B: Yes, they launched new [illegible]

LIVEWORKSHEETS

4A Complete the sentences with the Past Simple form of the verb in brackets.

1 Pierre _____ (work) in Germany last year.
2 I _____ (hire) two employees last month.
3 We _____ (stay) near the factory.
4 They _____ (study) in the USA in 2016.
5 You _____ (develop) new products in your last job.
6 The factory _____ (produce) cars and trucks from 2010 to 2018.

B Complete the sentences with the Past Simple form of the verbs in the box.

build	grow	have	not be	not hit	not win

1 They _____ their customer base from ten to twenty corporate customers.
2 We _____ strong relationships with important clients.
3 There _____ a complaint about the service.
4 Some customers _____ problems with the website.
5 We _____ any new business in Canada.
6 You _____ your target of $10,000.

5 Choose the best response to each questio

1 How did it go generally?
- **a** We changed to a different factory.
- **b** Not very well.
- **c** Improve our design.

2 What went well in particular?
- **a** We met each deadline.
- **b** It was OK.
- **c** We had a problem with quality.

3 What didn't go well?
- **a** It went well.
- **b** The teamwork was good.
- **c** We had a problem with quality.

4 What did you do?
- **a** We changed to a different designer.
- **b** The budget was good.
- **c** We need to improve our design.

5 What was the problem?
- **a** We had serious problems.
- **b** We grew the business.
- **c** We didn't meet the deadline.

6 What do we need to change?
- **a** We changed to a different material.
- **b** I think we need to improve our teamwork.
- **c** We didn't explain the change.

1 Complete the text with verbs from the box. Use the verbs in the form they appear in the box. There is one extra verb.

change	create	expand
hire	launch	move
open	produce	start

You do not always need a lot of money to [1]_____ a company. My company is now very successful so we need a bigger factory. We now plan to [2]_____ the factory from Germany to Vietnam. We [3]_____ metal parts for old cars and we [4]_____ a new product in two months. I plan to [5]_____ our market and to [6]_____ sales offices in China and Malaysia. This means we have to [7]_____ new staff. We also plan to [8]_____ a new company this year.

LIVEWORKSHEETS

2 Complete the email with phrases from the box

best wishes
to all staff
please do the following
we thank you for your help

[1] _____

Next week we start work in our new offices. In preparation for this, on Friday [2] _____:

- put everything from your desk in a box.
- write your name on the box and leave it on the desk.
- check the plan attached and find your new workspace.

[3] _____

[4] _____

Tetsuo

A: Morning. [1]*How / Where* did the project go, generally?
B: Not very [2]*OK / well*. We [3]*had / got* some problems.

A: Really? What [4]*happened / went*?
B: We [5]*made / did* some mistakes with planning.

A: [6]*What / How* was the problem?
B: We [7]*not / didn't* have enough staff.

A: I see. What do we need to [8]*make / change*?
B: Well, we need to [9]*improve / communicate* the project planning process.

4 Choose the correct word.

5 Complete the dialogue with one word in each gap.

A: What was your experience of the last factory project?
B: [1] _____ was OK, I'm happy to say.
A: Good, so tell me, what [2] _____ well, in particular?
B: The construction of the building was quick.
A: What didn't [3] _____ well?
B: [4] _____ was a delay with the equipment we ordered.
A: What did you [5] _____?
B: We found another supplier, but we still didn't meet the first deadline.

LIVEWORKSHEETS