

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.

- A What do you do as the production manager?
B Well, I deal *about / with* problems in the factory and things like that.
- A Where did you work before you joined BMW?
B *Eventually / Previously* I worked for Mercedes.
- A Do you often come to China?
B Yes, because *currently / recently* I'm working on a project in Beijing.
- A Would you like *meeting / to meet* our new office manager?
B Yes, I would. Can you introduce us, please?
- 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 Julienne _____ 3 Nikolai _____

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

- 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.
- Brian Excuse me. It's Julienne Blanc, i _____ i _____? We met last year at the WA Forum.
Julienne That's right. I'm so sorry, I d _____ r _____ your name.
Brian Brian. Brian Smith.
Julienne Nice to m _____ you a _____, Brian.
Brian Are you working here in New York now?
Julienne No, I'm not. I'm b _____ i _____ Washington.
- 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.

4 Complete the conversation using the verbs next to each line.

- | | |
|--|------------------|
| A <i>Have you heard</i> ¹ the news about Manuel? | hear |
| B No, what _____ ² ? | happen |
| A He _____ ³ the company. | leave |
| B Really! When _____ this _____ ⁴ ? | happen |
| A He _____ ⁵ his notice yesterday. | give |
| B That's a shock. He _____ ⁶ here for years. | be |
| A I know. I _____ ⁷ him since he first started. | know |
| B When _____ you _____ ⁸ ? | find out |
| A Rene _____ ⁹ me at lunch today. Apparently he _____ ¹⁰ to Manuel yesterday. | tell, speak |
| B What _____ he _____ ¹¹ ? | say |
| A He _____ ¹² a new job. He _____ ¹³ the interview last week and they _____ ¹⁴ him the job already. | find, have offer |
| B That's great news for Manuel. | |

Vocabulary Starting a new business; phrasal verbs

1 Match 1-8 with a-h.

- | | | |
|----------------|-----|-------------------|
| 1 set up | ___ | a the TV |
| 2 put together | ___ | b new staff |
| 3 carry out | ___ | c a problem |
| 4 find out | ___ | d a child |
| 5 sort out | ___ | e research |
| 6 look after | ___ | f new information |
| 7 take on | ___ | g a report |
| 8 turn on | ___ | 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*¹ 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*² worry about getting to the airport. But you *must / mustn't*³ remember to set your alarm clock!

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

You *can / need*⁷ to check in online 24 hours before the flight if you want, but you *mustn't / don't have to*⁸ 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*⁹ smoke anywhere in the terminal building.

Have a good trip. And don't forget – you *must / mustn't*¹⁰ 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! 🍌