

Unit 1

Contacts

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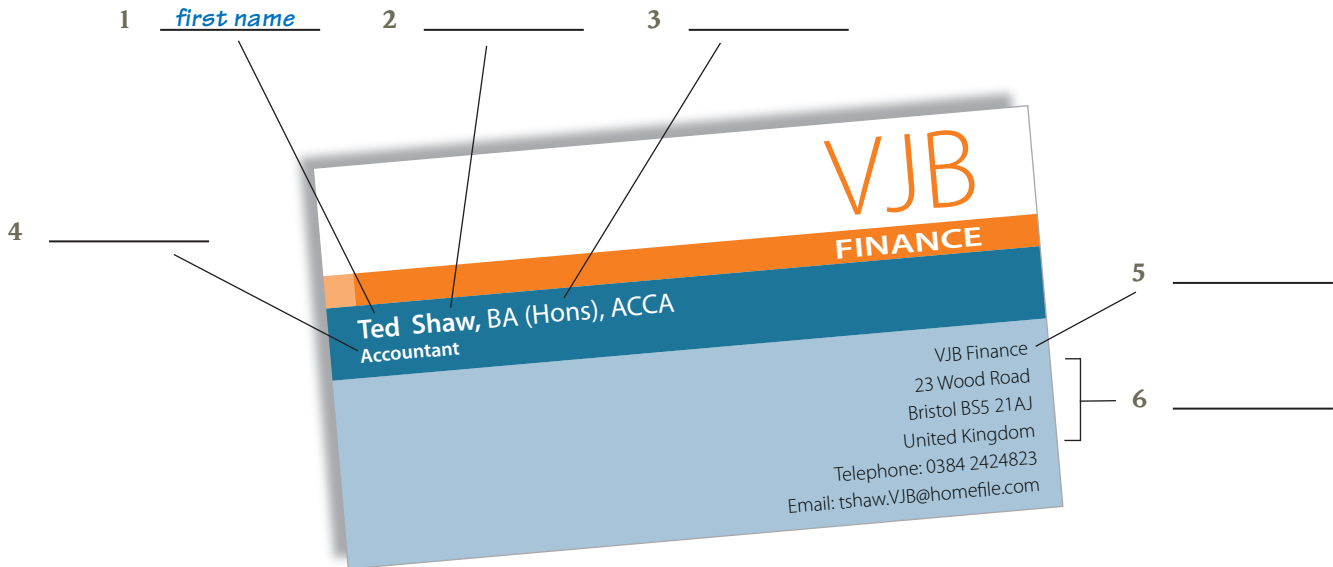
Keynotes

In modern business, company employees often have **business contacts** in different countries. When we meet someone for the first time, we **greet** the person. We **introduce** ourselves by saying our **first name** and **surname**. Sometimes we give the person a **business card** with details about our **job title** and company.

Preview

1 What information is on most business cards? Label the business card with the words in the box.

qualifications address ~~first name~~ surname
company name job title



2 Read about business cards in different countries. Complete the information with the countries in the box.

Switzerland Mexico China ~~the UK~~

1

People often exchange business cards at the end of a meeting in the UK.

2

It is a good idea to print business cards in Spanish and English in _____.

3

Titles (for example, Dr, MBA, PhD) are important in _____. Write professional titles and qualifications on your business card.

4

Businesspeople give and receive business cards with both hands in _____. Read the card immediately and then give your card to your business contact.

Speaking

How do people greet business contacts in your country? How do people greet business contacts in other countries around the world?

Reading

1 Read the article and find the following.

- 1 Carlos Ghosn's nationality Brazilian
- 2 two companies that he works for _____
- 3 a city in Asia _____
- 4 three European cities _____
- 5 a country in Asia _____

2 Read the article again. Are these statements true or false?

- 1 Carlos Ghosn is the head of BMW. *false*
- 2 He travels between Asia, Europe and the USA.
- 3 Some workers travel to different countries to work on projects.
- 4 Indian software engineers work on projects in the UK.
- 5 It's difficult to travel between European cities.
- 6 It's interesting to meet people from different countries.
- 7 Contacts in different countries are good for business.
- 8 It isn't difficult to know what country to pay tax in.

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Business and travel

Working in a foreign country

There is a new type of worker in today's global business

¹ Today, more and more people travel in their job. Carlos Ghosn is a Brazilian businessman and he travels to different countries for his work. He is the head of the French car company Renault, and he spends 40 per cent of his time in Paris. He is also the head of Nissan, and he spends 35 per cent of his

time in Asia, in Tokyo. He spends 25 per cent of his time in other countries, such as the USA.

² Some employees travel to different countries to work on projects. They are in a country until a project ends and then they return home. For example, many IT engineers live in India but work

Glossary

head (n) the person who manages a company

employee (n) a person who works for a company

IT (n) Information Technology

commute (v) travel to and from work

tax (n) the money that a company and employees pay to the government

on projects in the UK and the USA. Other people live in a country but go to work every day in a different country. In Europe, workers regularly commute between Brussels, London and Paris. Plane tickets are not expensive and travel between the cities is easy with a European passport.

³ But is the increase in business travel a good thing? It is interesting for employees to meet different nationalities. It is also good for business to have contacts in different countries around the world. But there are also problems. Some employees spend a lot of time away from their home country and it is not easy for governments to decide exactly where workers should pay tax. ■













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Speaking

Do you like the idea of working in different countries as part of your job? What countries do you think are interesting to work in?

Vocabulary 1 Countries and nationalities

1 Complete the table with a country or nationality. 1–5 are from the article on page 9. Use a dictionary to help you with 6–12.

Country		nationality	Country		nationality
	1 <i>France</i>	French		Germany	7
	Brazil	2		8	Chinese
	3	American		9	Polish
	* 4	British		Japan	10
	5	Indian		11	Russian
	Spain	6		Kuwait	12

* There are four countries in the UK: England, Scotland, Wales and Northern Ireland.

2 Look at the article again and complete the information about continents. What other continents, and people from them, can you name?

Continent	A person from this continent
1 Europe	
2	Asian

Working English

We can talk about nationality in different ways.

I'm from Britain.

I'm British.

It's a British company.

I'm from Asia.

I'm Asian.

It's an Asian company.

3 Choose the correct word in *italics*.

- We're *Britain* / *British* but we live in *China* / *Chinese*.
- There are a lot of *USA* / *American* workers in Hong Kong.
- I'm from *Poland* / *Polish* and I live in Warsaw.
- Three of our employees are in *Spain* / *Spanish* on a project.
- The head of the company is *Russia* / *Russian*.
- Is this your first visit to *Kuwait* / *Kuwaiti*?

Speaking

1 Talk about the nationalities of these companies. Talk about other companies that you know.

Shanghai Tang Michelin General Motors Aeroflot Marks & Spencer
Banco de Bilbao Sanyo

Shanghai Tang is a Chinese company.

2 Work with a partner. Take turns to ask and answer questions about you and your company or college. Change partners and practise again.

Where are you from? I'm from Germany.

Where is your university? It's in Japan.

Language check 1 *to be*

Study the examples from the article on page 9 and complete the sentences in the table.

- a Plane tickets **are not** expensive.
- b He **is** the head of Renault.
- c It **is not** easy to decide exactly where workers should pay tax.
- d **Is** the increase in business travel a good thing?
- e They **are** in a country until a project ends.

<i>to be</i>			
Positive	Negative	Question	Short answer
I am (I'm) You are (You're) He/She/It ¹ _____ (He's/She's/It's) We are (We're) They ² _____ (They're)	I am not (I'm not) You are not (aren't) He/She/It ³ _____ (isn't) We ⁴ _____ (aren't) They are not (aren't)	Am I? Are you? ⁵ _____ he/she/it? Are we? Are they?	Yes, I am. / No, I'm not. Yes, you are. / No, you aren't. Yes, he/she/it is. / No, he/she/it isn't. Yes, we are. / No, we aren't. Yes, they are. / No, they aren't.



For more information, see page 158.

Practice

Complete the sentences with the correct form of *to be*.

- 1 Are you a student?
- 2 Ali _____ a student. He's an accountant.
- 3 Leo and Elena _____ from Russia.
- 4 I _____ Chinese.
- 5 _____ Mr Amery the head of the company?
- 6 We _____ from the USA. We're British.
- 7 Dominique _____ an engineer.
- 8 _____ SMGP an Indian bank?

Listening 1

1 John Devlin and Rob Shaw meet at a conference. Complete the conversation with the correct form of *to be*. Use contractions where possible.

John: ¹ Are you Rob Shaw?

Rob: Yes, I ² _____.

John: Hi. I ³ _____ John Devlin. I'm with Karlsco.

Rob: Hi, John. ⁴ _____ Karlsco an American company?

John: No, it ⁵ _____ a German company. You ⁶ _____ with Retcorp, aren't you?

Rob: Yes, I ⁷ _____ . ⁸ _____ you an engineer?

John: No, I ⁹ _____ . I ¹⁰ _____ a sales manager.

2 Listen and check. Practise the conversation with a partner.

Language check 2 *a / an*

We often use *a / an* with singular nouns. Study the examples and complete the rules below.

- a I'm *an* engineer. c Jules is *a* sales manager.
b It's *an* office. d Are you *a* student?

- 1 We use ____ before words that start with a consonant sound (b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z).
2 We use ____ before words that start with a vowel sound (a, e, i, o, u).



For more information, see page 158.

Vocabulary 2 **Jobs**

1 Do you use *a* or *an* with the jobs in the box? Think of more jobs. Do you use *a* or *an* with them?

accountant	designer	architect	lawyer	receptionist
teacher	mechanic	salesperson		

2 Complete the sentences with jobs from the box above. Use *a / an* where necessary.

- 1 Laura is a lawyer – she helps people with legal problems.
2 Marco is _____ – he builds offices.
3 Stella is _____ – she's good with cars.
4 I'm _____ – I work with money.
5 Gregor and Sam are _____ – they give lessons at the college.
6 Philo is _____ – she's good at art.
7 Ronaldo and I work at Walmart – we're _____.
8 Helen is _____ – she welcomes visitors to the company.

Listening 2

1 Listen to three conversations. Are these statements true or false?

Conversation 1

- 1 Petr is an engineer.
2 Hiroaki is from Saudi Arabia.

Conversation 3

- 5 They're teachers.
6 They're from Russia.

Conversation 2

- 3 Francesca isn't Brazilian.
4 She's an engineer.

2 Correct the false statements. Listen again and check.

Speaking

1 Work with a partner. Ask and answer questions about different people. Student A turn to page 137. Student B turn to page 141.

What's his/her name? He/She's ...

Is he/she from Japan / Japanese? No, he/she isn't.

Is he/she a lawyer? Yes, he/she is.

2 Make true and false statements about people in your class. Respond to your partner's statements.

Wei is from China. Yes, he is.

He's an engineer. No, he isn't. He's an accountant!

Introducing yourself

When we meet business contacts for the first time, we usually give information about ourselves, for example, name, nationality, job title and company. We may also need to ask people for information about themselves. Look at the following examples. Match the questions 1–4 with the responses a–d.

- | | |
|------------------------------|------------------------------------|
| 1 What's your name? | a I'm [an IT manager]. |
| 2 Where are you from? | b I'm [Tom Allen]. |
| 3 What do you do? | c I'm [from the UK]/I'm [British]. |
| 4 What company are you with? | d I'm [with Alcoa]. |

Listening 3

1 Listen to a conversation between Jan and a receptionist. Tick (✓) the questions 1–4 above that the receptionist asks.

2 Listen again and complete the form.

Name: Jan ¹K_____

Nationality: ²_____

Company name: ³_____ Industries

3 Complete the phrases 1–3. Match them with the functions a–c.

- | | |
|--------------------------------|------------------------------|
| 1 Can you s_____ that, please? | a check how to write a word |
| 2 S_____ ? | b say information is correct |
| 3 T_____ right. | c ask someone to repeat |

Listening 4

1 Listen to the conversation. Is this Jan's first or second meeting with Ben?

2 Listen again and complete the conversation.

- Jan: Hi. ¹_____ Jan Kowalik.
- Ben: Hello. ²_____ to meet you, Jan. I'm Ben West.
- Jan: What ³_____ are you with, Ben?
- Ben: I'm with Nerada Electronics. ⁴_____ ?
- Jan: I'm ⁵_____ Bax Industries.
- Ben: Ah. What do you do?
- Jan: I'm an IT ⁶_____ . And you?
- Ben: I'm a finance ⁷_____ .
- Jan: Is Nerada a ⁸_____ company?
- Ben: No, it isn't. It's ⁹_____ .

Speaking

Work with a partner. Use the information on the business cards to introduce yourself to your partner and ask questions. Student A turn to page 147. Student B turn to page 149.

Dilemma & Decision

Dilemma: Who to interview?

Brief

You work for *Business Focus*, an international magazine. The magazine has an interview with a different businessperson every month. There are two possible businesspeople to interview for this month's issue. Your job is to choose the best person.

Task 1

Work in two groups. Group A turn to page 137. Group B turn to page 141.

Task 2

Work in small groups (some from Group A, some from Group B). Ask and answer questions to complete the information about the businesspeople.

Task 3

Look at the information about interviews in the last three issues of *Business Focus*. Which businessperson from Task 1 is the best person to interview for this month's issue?

Useful phrases

I think ... is the best person to interview.
Issues 1, 2 and 3 have interviews with ...
I like Amita / Philip because ...
Amita / Philip is interesting because ...

Issue 1

Interview with:
Bernhard Schmidt
Nationality: German
Job: sales manager
Company:
Gerdan
(a German company)

Issue 2

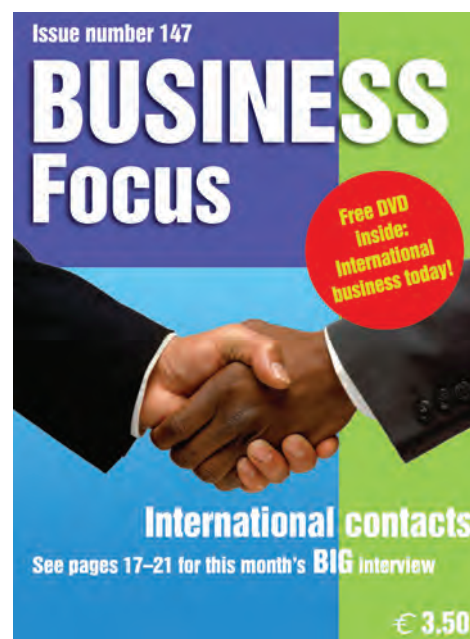
Interview with:
Miles West
Nationality: American
Job: CEO
Company:
Artemis
(a British company)

Issue 3

Interview with:
George Blanc
Nationality: French
Job: accountant
Company:
ERT Media
(an American company)

Decision:

- Listen to Frank Black talking about the person he chooses to interview. Do you agree with his decision?



Write it up

Send an email to Frank Black, the editor of *Business Focus* magazine. Say who you want to interview and give some information about the person's job and company.

Hi Frank

I think the best person to interview is ...

He/She is ...