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Business English

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ISBN 978-1-64210-302-1



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Business English

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Berlitz Languages, Inc.
Princeton, NJ
USA

Writers: Damon Finos, Denise Kruelle, Alain Bellicha

We would like to thank the many Berlitz instructors and staff who have contributed to the creation of this course.

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ISBN: 978-1-64210-302-1

First Digital Edition – March 2020

For use exclusively in connection with Berlitz language instruction.

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Berlitz® WELCOMES YOU TO

Business English 1



Berlitz English is the fastest, the most practical, and the most enjoyable way to learn English.

To get the most of your English program, you should ...

- attend all your scheduled classes
- do all online and customized practice assignments
- review each unit after class
- preview each unit before class
- practice speaking English anytime you can
- visit English websites to learn more about unit topics
- read English magazines, books, and newspapers
- watch videos, movies, and TV programs in English
- try to speak and learn more English every day!

If there is anything we can do to make your learning more successful and enjoyable, please let us know. We'll do everything we can to help you reach your goals.

We wish you great success with your English studies!

The Berlitz Team

Student Guide Features

PRINT

UNIT 3

VOCABULARY & EXPRESSIONS

GRAMMAR ITEMS

WARM-UP

Welcome to EMC Optics—the industry leader in optical equipment. EMC is a privately held company with stores in most major cities worldwide.

My notes

DIGITAL

VOCABULARY & EXPRESSIONS

What does your company do?

GRAMMAR

A leading player in the industry

LISTENING 1 Who's in charge?

SERIES INTERNATIONAL EXECUTIVE MANAGEMENT TEAM

John Kilpatrick	John Kilpatrick	John Kilpatrick	John Kilpatrick
VP R&D	Lynn Baker	Jeff Lowry	VP Production
Jason Boyd Dir. of Operations	Pierre LaBelle Dir. of Operations Europe & Africa	Simon Chu Dir. of Operations	

- 1** A lesson-specific speaking goal begins the lesson with a clear, achievable learning objective.
- 2** Each unit of instruction starts with a summary of key vocabulary and expressions and additional language that will be necessary to master the unit's speaking goal in a clear, concise manner.
- 3** Each activity in the unit is clearly labeled with the skill or language point being targeted, setting the perfect tone and encouraging focus for immediate success.
- 4** Listening activities offer opportunities to listen and respond to language in real-life contexts. Audio scripts for each listening activity are included.
- 5** Interactive activities can be completed directly in HTML versions, and all answers are recorded online for easy access on the go.

Additional Features and Components



- 1 **The Student Materials Portal** provides access to online and downloadable Student Guides, and enables the student to monitor and track progress throughout the course.
- 2 **Online Practice**, also available via the Student Materials Portal, provides interactive review and exercises that can be accessed on mobile devices or online in order to practice any time, any place.
- 3 **Review Units** present an opportunity to review and practice skills in class, including speaking, listening, reading, and writing.
- 4 **Embedded and downloadable audio files** provide in-class and on-the-go listening practice, depending on the type of package selected.

SPEAKING GOAL	PAGE	TOPICS	GRAMMAR
1 Introduce yourself	1	Introductions and greetings; Countries and nationalities	I am / I'm (not) ... You are / You're (not) ... Are you ...? Am I ...? Yes / No ... This is ... Is this ...? What (country / city) is this? It's (Canada). What (country / city) are you from? Where is (London)? Where are you from? What nationality are you? I'm (not) from (<i>country</i>). And you?
2 Give your name and your company's name	6	Introductions and greetings; Names	My name is ... What's your name? It's (Mark). Here's ... What letter is it / this? Is that ...? How do you spell ...? How do you spell that? Could you repeat that? Where do you work?
3 Give your address and phone number	11	Addresses; Telephone; Numbers 0–10	What number is it / this? What's your (office) number? My phone number is ... Yes, that's right. Please leave your name and number. Please call me (back). What's your (email) address?
4 Introduce others	17	Introductions and greetings; Countries and nationalities	This is ... (<i>introducing others</i>) What country is / are ... from? He / She is ... No, (he's) not. / No, (he) isn't. We / You (<i>pl.</i>) / They are ... Who is it / this? Who's from (Paris)? No, (they're) not. / No, (they) aren't. his / her / its / our / your (<i>pl.</i>) / their <i>Possessive nouns with -'s</i>

Whose ...?

5	Describe your colleagues	22	Personal descriptions; Colors (hair and eyes)	What color is it / this? (<i>colour UK</i>) What color are (your) eyes? What color is (your) hair? have / has Do I / you / we / they have ...? Yes, (I) do. No, (I) don't. Does he / she have ...? Yes, (she) does. No, (she) doesn't. Who has ...? and, but Adjective order. For example: <i>He has short, curly, brown hair.</i>
6	Ask for and give personal details	27	Personal details; Numbers 11-100	to be + <i>age</i> How old ...? Regular plurals: -s, -es, -ies Irregular plurals. For example: <i>men, women, children, wives, people.</i> These are ... These (...) are ... Are these ...? What do / does ... look like?
7	Tell the time	32	Time; Days of the week	Time expressions. For example: <i>half past ..., quarter to ..., ten after, five past, ten past.</i> It's (one) o'clock. in the (morning / afternoon / evening) at night a.m. / p.m. Indirect questions. For example: <i>Could you tell me the time?, Do you have the time?</i>
8	Ask about business hours	36	Business hours	<i>Time expressions:</i> at + <i>time</i> on + <i>day</i> on (<i>at UK</i>) the weekend on (<i>at UK</i>) weekends on + <i>days</i> during the week from ... to ... until

SPEAKING GOAL	PAGE	TOPICS	GRAMMAR
9 Offer something to eat and drink	41	Food and drink	Would (you) like ...? What would (you) like? (I'd) like ... How would (you) like (your) ...? a, an, some (She) would like ... (She)'d like ... What kind of (fruit) would (you) like? (not) have any (I / We) don't have any ... Do you have any ...?
10 Review	46		
11 Talk about food preferences (for a business lunch)	59	Food and drink; Meals	What would you like <u>for</u> (lunch)? Plurals with -es (cups / bottles) of ... How many ... would you like? I don't know.
12 Ask about the menu (at a business lunch)	63	Restaurants; Menus; Ordering	What is the ...? What does (it / the chicken) come with? What kind of (soup) do you have? I'd like the (+ <i>menu item</i>) Would you like a / the ...? Which (dessert) do you recommend? I don't understand. What does ... mean? You are speaking too fast (for me). Could you speak more slowly?
13 Describe your office	67	Office; Location of objects	Prepositions of place. For example: <i>on, under, next to</i> . Where is / are the ...? here, there over here, over there this, that these, those
14 Describe places near your office	72	City; Shopping areas	There is ... Is there ...? Yes, there is. No, there isn't. There are ... Are there ...?

SPEAKING GOAL	PAGE	TOPICS	GRAMMAR
			Yes, there are ... No, there aren't ... How many ... are there? There's only one ... There aren't any ...
15 Say what your colleagues are doing	77	People's present activities	Present progressive: <i>to be</i> (verb) + -ing ... am / are / is (sitting / standing) What am / are / is ... doing? Who's (verb) + -ing ...? What are / is ... (verb) + -ing?
16 Say what you do every day	82	Daily activities	at + <i>time</i> Simple present with <i>have</i> / <i>has</i> (breakfast), <i>get(s)</i> up, <i>go</i> / <i>goes home</i> , <i>eat(s)</i> , <i>drink(s)</i> , <i>listen(s)</i> (<i>to</i>), <i>read(s)</i> , <i>write(s)</i> , etc. during (the day) on + <i>day(s)</i> every + <i>day</i> on (<i>at UK</i>) weekdays / weekends On what days ...? What do (you) do ...? What does (he) do ...?
17 Describe your job	87	Jobs; Job activities	What (does / do) ... do? Where (does / do) ... work? What company (do / does) ... work for? to work in (a school / an office) Who do you work for? Who works (for / at / in) ...? (I / You / We / They) do. (He / She) does. What language ...?
18 Say what you do every week	92	Calendar; Ordinal numbers 1st–31st; Weekly schedule	in + <i>month</i> on + <i>date</i> (I / You / He / She) + <i>simple present</i> work(s) from ... to hours a (day / week) How many hours (a day / a week) ...?
19 Talk about schedules	97	Schedules; Job activities and routines	Frequency adverbs. For example: <i>always</i> , <i>usually</i> , <i>sometimes</i> , <i>rarely</i> , <i>never</i> . (Do / Does) ... ever ...?

SPEAKING GOAL	PAGE	TOPICS	GRAMMAR
			Present progressive with future meaning. For example: <i>We're taking a break at 5:10.</i>
20	Review	101	
21	Arrange to meet someone	112	Phone calls; Schedules and availability Object pronouns: <i>me, you, him, her, it, us, them.</i> Modal <i>can</i> (ability)
22	Make appointments	117	Appointments to have an appointment (on / at / with) ... to make an appointment (on / at / with) ...
23	Make a phone call	121	Telephone expressions Infinitive of purpose: <i>to + verb.</i> For example: <i>I'm calling to cancel an appointment.</i> I want (to) (= <i>would like</i>); I need to (= <i>have to</i>) Telephone expressions
24	Leave and take a message	125	Telephone messages; Availability to (ask / tell) ... (not) to ... Polite requests with <i>Could ...?</i>
25	Give someone a message	129	Relaying messages Simple past tense (irregular) with <i>to be</i> . For example: <i>Yes, I was. No, you weren't.</i> Simple past tense (irregular) with <i>to do</i> . For example: <i>Yes, I did. No, you didn't.</i> Simple past tense (regular verbs) with -ed. For example: <i>I missed your call yesterday.</i>
26	Return a call	133	Telephone expressions; Availability Simple past tense (regular verbs) with -ed (cont.) Telephone expressions
27	Ask and say where places are	137	Places in a city; Locations Prepositions of place Indefinite pronoun <i>one</i>
28	Ask for and give directions	141	Directions Imperatives. For example: <i>Turn right. Don't turn left.</i>

SPEAKING GOAL	PAGE	TOPICS	GRAMMAR
			Adverbs of sequence. For example: <i>first, (and) then, again, after that.</i>
29 Say where you are going and how	146	Forms of transportation; Places	to go on ... to go by ... <i>Prepositions of motion:</i> to get on, to get off, to get in(to), to get out (of)
30 Review	151		
31 Talk about prices	163	Money and prices; Numbers 101– 1,000,000; Shopping	How much is ...? How much are ...? the ... one(s) Which one(s)? Quantifiers. For example: <i>a lot, many, a few, a little, much, not any</i> many vs. much
32 Compare items	169	Clothing; Shopping; Payment	Comparatives with <i>-er ... than</i> and <i>more / less ... than.</i>
33 Make a purchase	173	Clothing and sizes; Shopping; Forms of payment	not (big) enough vs. (big) enough vs. too (big)
34 Talk about attire	179	Formal and informal clothing	Modal <i>can</i> (permission). For example: <i>Can I go on vacation next week?</i>
35 Describe the weather	183	Weather reports	What's the weather like? It's (sunny). The temperature is ...
36 Say what you like to do	188	Seasons; Outdoor leisure activities	Time expressions. For example: <i>in + season.</i> too (= <i>also</i>), not either
37 Make plans to go out with colleagues	192	Making plans; Outdoor leisure activities	to go for (a drive, a walk, a bike ride) to go on (a picnic, a trip) to go to (a team-building event, the movies, a concert, a play, a festival)

SPEAKING GOAL	PAGE	TOPICS	GRAMMAR
38 Describe plans for your free time on a business trip	196	Travel plans; Visits	Indefinite pronouns: <i>anything, something, nothing, everything</i> Time expressions: <i>in + (number) hour(s), for + (number) day(s)</i>
39 Write a simple email	201	Emails	Email greetings and closings Opening sentences
40 Review	206		
Complete Audio Scripts	A-1		

In this lesson you will ...

Introduce yourself

Vocabulary & Expressions Language Focus

Hello.	I am / I'm (not) ...
Hi.	You are / You're (not) ...
Nice to meet you (too).	Are you ...?
Excuse me.	Am I ...?
Thank you.	Yes / No ...
Sorry.	This is ...
a city	Is this ...?
a country	What (country / city) is this?
or	It's (Canada).
in	What (country / city) are you from?
nationality	Where is (London)?
<i>countries</i>	Where are you from?
<i>cities</i>	What nationality are you?
Nice to see you.	I'm (not) from (<i>country</i>).
Good-bye.	And you?
Bye.	:

WARM-UP



- Hello.
- Hi!



- Hi, I'm ...
- Nice to meet you.

VOCABULARY & EXPRESSIONS

Nice to meet you



- Hello, I'm Yumi Yamada.
- I'm Andy Cooper. Nice to meet you, Yumi.
- Nice to meet you, too.
- Are you Richard Clark?
- Yes, I am.
- Hi, I'm Alice Morton. Nice to meet you.
- Excuse me, are you Sarah Wilson, from Capetown?
- No, I'm not. I'm from Lima.
- Oh, sorry.

- Are you ...?
- Yes, I am. / No, I'm not.
- Am I ...?
- Yes, you are. / No, you're not.



My notes

GRAMMAR

Where are you from?



- Where are you from Mr. Flores?
- I'm from Mexico.
- Are you from Mexico City?
- No, I'm from Monterrey.



- What country are you from?
- I'm from the United States.
- What city are you from?
- I'm from Los Angeles.

VOCABULARY & EXPRESSIONS

What nationality are you?



CITY:
COUNTRY:
NATIONALITY:

Osaka
Japan
Japanese



Rio de Janeiro
Brazil
Brazilian



Miami
the United States
American

COUNTRY	NATIONALITY	COUNTRY	NATIONALITY	COUNTRY	NATIONALITY
Canada	→ Canadian	Japan	→ _____	_____	→ _____
China	→ Chinese	Mexico	→ _____	_____	→ _____
France	→ French	Spain	→ _____	_____	→ _____
Germany	→ German	the UK	→ _____	_____	→ _____
India	→ Indian	the US	→ _____	_____	→ _____

READING

Where is that?

Mr. Holm: What city are you from, Mrs. Lee?
Mrs. Lee: I'm from Busan.
Mr. Holm: Where is Busan?
Mrs. Lee: It's in South Korea.



EXTRA

Where are you from?



Ben Harris

Country: Australia
City: Sydney



Isabelle Marchand

Country: France
City: Bordeaux



Li Qiang

Country: China
City: Shenzhen

PERFORMANCE

Hello, I'm (*Ken Sato*).
I'm (*Japanese*). I'm from (*Osaka*).
And you?

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Give your name and your company's name

Vocabulary & Expressions

name	last name
name tag	Mr. / Ms. / Mrs.
business card	letter
my	<i>letters of the alphabet</i>
your	I work at ...
first name	You work at ...

Language Focus

My name is ...	Is that ...?
What's your name?	How do you spell ...?
It's (Mark).	How do you spell that?
Here's ...	Could you repeat that?
What letter is it / this?	Where do you work?

WARM-UP



I'm Ken Sato.
My name is Ken Sato.



My name is Diane Harper.
Here's my business card.



My notes

LANGUAGE FOCUS

My name is Maryann Keller.

My first name is Maryann.

My last name is Keller.

– **Is your name ...?**

– Yes, it is. / No, it's not.

– **What's your name?**

– It's ...

– Is your name Lisa Parker?

– No, it's not.

– What's your name?

– It's Lisa Baker.

– Is your first name Thomas?

– No, it's not. Thomas is my last name.

– What's your first name?

– It's Harry. I'm Harry Thomas.

EXTRA

LISTENING



1

Hello, it's nice to meet you!

- Hello. (1) _____ Kevin Davis.
- (2) _____ Patricia Jackson. Nice to meet you.
- Nice to meet you, too (3) _____ Jackson.
- (4) _____ you from?
- I'm from Boston. (5) _____ ?
- I'm from (6) _____ .



VOCABULARY & EXPRESSIONS

The alphabet

a	b	c	d	e	f	g	h	i	j	k	l	m
n	o	p	q	r	s	t	u	v	w	x	y	z

LANGUAGE FOCUS

How do you spell that?

Rink Limited

Jackson Wright

Director

620 Sunset Street
Galveston, TX 77554
Tel: 409-555-0142
Email: jwright@rink.us



Edward Chesterfield
President & CEO

466 Basil Street
London N1 4FK
United Kingdom
Tel: +44 20 8443 5678
Email: chesterfield@panatel.uk
www.panatelfilms.com

- Is Jackson your first or last name?
- My first name.
- And how do you spell your last name?
- W-R-I-G-H-T.
- Where do you work?
- At Panatel Film Production.
- How do you spell that?
- P-A-N-A-T-E-L.

LISTENING



2 • 3 • 4 • 5 • 6 • 7

How do you spell it?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



My notes

VOCABULARY & EXPRESSIONS

Useful phrases

What city are
you from?

Yes, it is.

Is your name
...?

And you?

I'm ...

What's your
name?

No, I'm not.
I'm ...

Hello.

Are you from
...?

No, it's not.
It's ...

Are you ...?

Where are you from?

What country are you from?

Nice to meet you, too.

Yes, I am.

I'm sorry. Could you repeat
that?

Create a dialog.

PERFORMANCE

Can you ... give your name and ask for my name?
Give your name and ask for the name of a partner.

Notes:

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Give your address and phone number

Vocabulary & Expressions

phone number	a fax (machine / number)
address	message
website	This is ... (<i>referring to self</i>)
email address	at (= @)
numbers 0–10	dot (= .)
office	underscore
home	slash
a home (phone / number)	hyphen
a cell (phone / number) (<i>mobile phone / number UK</i>)	dash
an office (phone / number)	extension (<i>extension activity</i>)

Grammar Items

What number is it / this?
What's your (office) number?
My phone number is ...
Yes, that's right.
Please leave your name and number.
Please call me (back).
What's your (email) address?

WARM-UP

A business card

1. a name _____
 2. an address _____
 3. a phone number _____
 4. a website _____
 5. an email address _____
- a. 628 North Michigan Avenue, Chicago, IL 60611
 - b. tel: 312-555-0103
 - c. Diane Harper
 - d. www.sinclair-enterprises.com
 - e. email: dharper@sinclair-enterprises.com

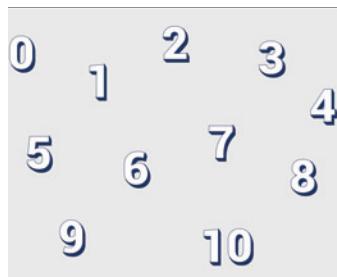
Diane Harper
Director

SINCLAIR ENTERPRISES

www.sinclair-enterprises.com
628 North Michigan Avenue
Chicago, IL 60611
tel: 312-555-0103
email: dharper@sinclair-enterprises.com

VOCABULARY & EXPRESSIONS

What number is this?



0 zero
1 one
2 two
3 three

4 four
5 five
6 six
7 seven

8 eight
9 nine
10 ten

What's your phone number?



home



cell / mobile



office



fax

Please leave a message

- Hi. This is Susan.
Please leave your name
and number. Thanks.
- Hi Susan. This is Jun.
Please call me back. My
number is 555-2390.
Bye!



a voicemail message



A phone message

LISTENING



8 • 9

Please leave your name and number

Message 1

Name: Charles Brady

Telephone number: _____

Message 2

Name: Mr. Tanaka (Gentek)

Telephone number: _____

VOCABULARY & EXPRESSIONS

What's your address?



What's your email address?

SCAMPOS@STERLING.NET

at

dot

CHARLES_B@ESI.CO.UK

underscore

OROURKE@IRISH-MUSIC.ORG

dash / hyphen

PERFORMANCE

Can you ... give your address?

Give your address, phone number, and email address to a business partner.

Notes:

Contact Information

Title	_____
First Name	_____
Last Name	_____
Street Address	_____
City	_____
State / Territory	_____
Zip / Postal Code	_____
Country	_____
Phone	_____
Email	_____



My notes

EXTRA

CONSOLIDATE & APPLY

What's your extension?



- What's your name, please?
- Patrick Gilmore.
- Is that G-I-L-L-M-O-R-E?
- No, it's G-I-L-L-M-O-R-E.
- Thank you and what is your phone number?
- It's 312-555-8743, extension 922.
- 312-555-8743, extension 922?
- Yes, that's right.



My notes

EXTRA

Meet Jack Kent



Hello. My name is Jack Kent.

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Introduce others

Vocabulary & Expressions

boss	manager
I'd like you to meet ...	client
Pleased to meet you.	married
to work for	husband
secretary	wife
receptionist	CEO (<i>extension</i>)
coworker	CFO (<i>extension</i>)
colleague	management
team	team (<i>extension</i>)

Grammar Items

- This is ... (*introducing others*)
What country is / are ... from?
He / She is ...
No, (he's) not. / No, (he) isn't.
We / You (*pl.*) / They are ...
Who is it / this?
Who's from (Paris)?
No, (they're) not. / No, (they) aren't.
his / her / its / our / your (*pl.*) / their
Possessive nouns with -'s
Whose ...?

WARM-UP

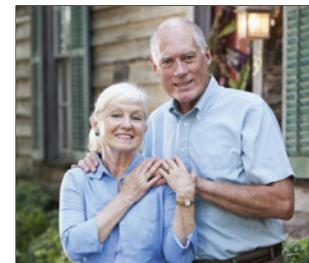
What country are you from?



This is Roger.
He's from England.



This is Megumi.
She's from Japan.



This is Mr. and Mrs. Cook.
They're from Australia.

GRAMMAR

She's from Mexico

- | | | |
|---|---|--|
| – Is she Mexican?
– Yes, she is.
No, she's not. | – Is he Japanese?
– Yes, he is.
No, he's not. | – Is your office in Tokyo?
– Yes, it is.
No, it's not. |
|---|---|--|

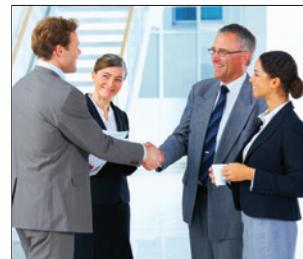
she is → she's

he is → he's

it is → it's

VOCABULARY & EXPRESSIONS

I'd like you to meet ...



- | | | |
|--|--|---|
| – Frank, this is Teresa Neal. Teresa, this is Frank.
– Hi, Teresa. It's nice to meet you. | – Mr. Li, I'd like you to meet Jim Martin.
– Pleased to meet you, Jim.
– Nice to meet you, Mr. Li. | – This is Jim and Lisa Baker. They're from Nevada.
– Are you from Las Vegas?
– No, we're from Reno. |
|--|--|---|

GRAMMAR

We're from Australia

- Are you ...?
- Yes, we are.
No, we're not.

- Are we ...?
- Yes, you are.
No, you're not.

- Are they ...?
- Yes, they are.
No, they're not.

we are → we're

you are → you're

they are → they're



Tip!

he's not = he isn't
she's not = she isn't
you're not = you aren't
we're not = we aren't
etc.

GRAMMAR

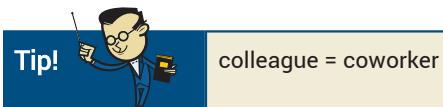
Meet my coworkers!

This is my secretary.
The receptionist's name is Yvonne.
This is a client.
We are in New York City.
This is the sales team.

My secretary's name is Janet Miller.
Her name is Yvonne.
His name is Mr. Harris.
Our office is in New York City.
Their manager's name is Helen Fletcher.

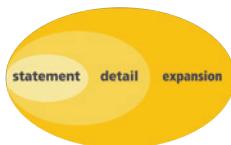
I → my we → our
he → his you → your
she → her they → their

- What's Mrs. Meyer's first name?
- Her first name is Sharon.
- Tim, I'd like you to meet my colleagues, Greg and Pam.
- Nice to meet you.
- Whose phone number is this, Paul?
- It's John's cell phone number.
- Is Mark's last name O'Brian?
- No, it's not. His last name is O'Connor.



READING

Introducing others: It's not just names!



- | | |
|-------------|--|
| Ms. Kato: | Mr. Brown, this is Ms. Taylor. |
| Mr. Brown: | Nice to meet you. |
| Ms. Taylor: | Nice to meet you, too. |
| Ms. Kato: | Ms. Taylor and I are coworkers. She is our IT expert. |
| Mr. Brown: | I see. |
| Ms. Kato: | Mr. Brown is from our London office. He is the new e-business manager. |

Who are they? Where are they from? Are they coworkers? clients? What company or office are they from?

PERFORMANCE

Can you ... introduce others?

Introduce a coworker to your boss.

Notes:

EXTRA

READING

I'd like you to meet my team

My name is Johanna Olsen. I am the CEO of our company. Our office is in Dublin, Ireland.

This is my management team. Mr. Stevens is our CFO. His first name is Mark. He's from the UK. Ms. Patel, our IT manager, is from India. Her first name is Aditi. Paul Barnard is our sales manager. He's from France.



ONLINE PRACTICE



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In this lesson you will ...

Describe your colleagues

Vocabulary & Expressions

Eye colors
Hair colors
eyes
hair
long
short [\neq long]
bald
curly
straight
wavy
beard
mustache (*moustache* UK)
glasses

What color is it / this? (*colour* UK)
What color are (your) eyes?
What color is (your) hair?
have / has
Do I / you / we / they have ...?
Yes, (I) do.
No, (I) don't.
Does he / she have ...?
Yes, (she) does.
No, (she) doesn't.
Who has ...?
and, but
Adjective order. For example: *He has short, curly, brown hair.*

WARM-UP



VOCABULARY & EXPRESSIONS

I have brown eyes



- What color are your eyes?
- My eyes are blue. I have blue eyes.
- Does Charles have brown eyes?
- No, he has green eyes.

GRAMMAR

I
You
We
They

have brown eyes.

He
She
It
has green eyes.

- | | | |
|---|--|---|
| – Do you have brown eyes?
– Yes, I do.
No, I don't. | – Does Bill have blue eyes?
– Yes, he does.
No, he doesn't. They're brown. | – Who has gray eyes?
– I do.
Carmen does. |
|---|--|---|

VOCABULARY & EXPRESSIONS

He has short, blond hair and blue eyes



KATHY



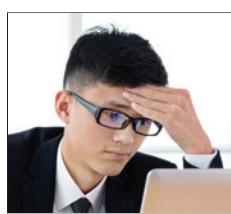
JEFF



ERICA



JOHN



KOTA



AMIRA



RICHARD

- Kathy has short, blond hair. John has short, white hair.
- Erica has short, curly, brown hair. Kota has short, straight, black hair. Amira has long, wavy, brown hair.
- Jeff has brown hair and a beard. Richard has a beard, too, but he's bald. John doesn't have a beard, but he has a mustache.

- What color is your hair?
- Is it straight or curly?
- Is it long or short?

- It's red. I have red hair.
- It's curly. I have curly, red hair.
- It's short. I have short, curly, red hair.



Word Power

Who are they?



→ They're Ann's coworkers.

→ The man with black hair, Gerhard, is from Austria.

→ Your boss is from Austria, isn't she?

LISTENING



10 • 11 • 12 • 13

Who am I?

A

B

C

D

Speaker's name: _____



My notes

PERFORMANCE

Can you ... describe people?

Describe a colleague.

My colleague's name is (*Paul*). He's (*Australian*) and he's from (*Melbourne*). He has (*long, curly blond hair*) and he has (*blue*) eyes. He doesn't have (*glasses*) but he has (*a beard*).

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Ask for and give personal details

Vocabulary & Expressions

date of birth	woman
... years old	boy
<i>numbers 11–100</i>	girl
tall	child
short [<i>≠ tall</i>]	son
age	daughter
old	adult
young	person
man	single

Language Focus

to be + *age*
 How old ...?
 Regular plurals: -s, -es, -ies
 Irregular plurals. For example: *men, women, children, wives, people*.
 These are ...
 These (...) are ...
 Are these ...?
 What do / does ... look like?

WARM-UP



This is Lisa Evans.

She is (30) years old.

She has blond hair.

Her eyes are blue.



My notes

VOCABULARY & EXPRESSIONS

Numbers 11–100

11	12	13	14	15	16
eleven	twelve	thirteen	fourteen	fifteen	sixteen
17	18	19	20	21	22
seventeen	eighteen	nineteen	twenty	twenty-one	twenty-two
30	33	40	44	50	58
thirty	thirty-three	forty	forty-four	fifty	fifty-eight
60	70	80	90	99	100
sixty	seventy	eighty	ninety	ninety-nine	one hundred

Is she young or old?



- Is the man tall or short?
- He's tall.

- Is the woman young or old?
- She's young.

- Happy birthday, Frank!
- Thank you.
- So, how old are you today?
- I'm 30.

GRAMMAR

Who are these people?

This is	a girl. a boy. my colleague. my boss. my secretary.	These are	girls. boys. my colleagues. our bosses. our secretaries.
This is	a man. a woman. a child. a person. my wife.	These are	men. women. children. people. four wives.

- Who are these people? – Are these your children? – Whose glasses are these?
- They're Ann's coworkers. – Yes, this is Lucy and this is Mike. – They're Tim's.

What do they look like?

What does	Ed Ed's boss Ed's coworker	look like?	He has brown hair and a mustache. She's tall and blond, and has blue eyes. He is short and has red hair.
What do	I you we they	look like?	Your hair is black and curly. I have brown hair and I wear glasses. We're short and have long, blond hair. They're tall. They have short, gray hair.

- What do your sons look like?
– They're tall with long, black hair.
- What does Bill Mason look like?
– He has short, blond hair and blue eyes.

**Is she tall or short?****A.** My _____

1. blond hair brown hair
2. blue eyes green eyes
3. short tall
4. 34 years old 43 years old
5. married single

B. My _____

1. 42 years old 52 years old
2. short tall
3. blond hair brown hair
4. married single
5. one child two children

**My notes**

PERFORMANCE

Can you ... ask for and give personal details?

Tell a friend about your colleagues.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Tell the time

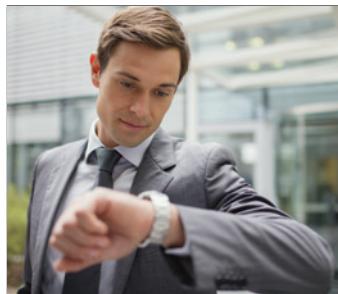
Vocabulary & Expressions

clock	four-oh-five
hour	now
minute	almost
second	exactly
day	just after
<i>Days of the week</i>	lunchtime
today	Pardon me.
What day is it?	Thanks a lot.
week	Thank you very much.
watch (n.)	noon
What time is it?	midnight
It's (4:15 / 4:30 / 4:45).	

Language Focus

Time expressions. For example: *half past* ..., *quarter to* ..., *ten after*, *five past*, *ten past*.
It's (one) o'clock.
in the (morning / afternoon / evening)
at night
a.m. / p.m.
Indirect questions. For example: *Could you tell me the time?*, *Do you have the time?*

WARM-UP



What time is it?



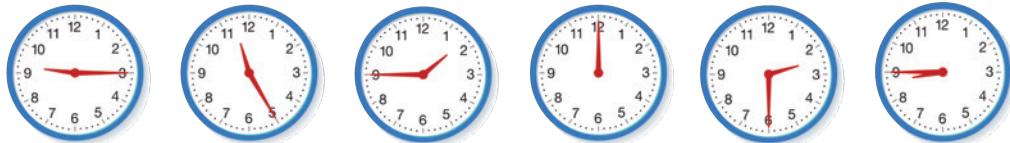
It's 9:05.

VOCABULARY & EXPRESSIONS

What day is it?



What time is it?



It's time

1. It's 3:59. It's _____ four o'clock.
a. exactly b. just after c. almost

2. It's 11:03. It's _____ eleven o'clock.
a. exactly b. just after c. almost

3. It's _____ 12:30. It's lunchtime.
a. exactly b. just after c. almost

LISTENING

16 • 17 • 18 • 19 • 20

Do you have the time?

1. It's _____.
2. It's _____.
3. It's _____.
4. It's _____.
5. It's _____.

EXTRA**LANGUAGE FOCUS****What's the time?**

1. _____



3. _____



5. _____



2. _____



4. _____



6. _____

Pardon me ...

Aki: Excuse me.

Man: Yes?

Aki: Could you tell me the time?

Man: Sure. ... It's four fifteen.

Aki: Thanks a lot.

Nadim: Pardon me. Do you have the time?

Woman: Yes. ... It's almost noon.

Nadim: Thank you very much.

Woman: No problem.

PERFORMANCE

Can you ... tell the time?
Tell a colleague the time.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Ask about business hours

Vocabulary & Expressions

open	When ...?
closed	Until when ...?
What are (their / your) hours?	business hours (national) holiday
every day	post office
weekend	

Language Focus

<i>Time expressions:</i>	on + days
at + time	during the week
on + day	from ... to ...
on (at UK) the weekend	until
on (at UK) weekends	

WARM-UP

We're open!



- Are you open?
- Yes, we are!

- Are you open?
- Sorry. We're closed.



My notes

LANGUAGE FOCUS

We're open from 10:00 a.m. to 6:00 p.m.

BUSINESS HOURS

Mon–Fri: 9:00 a.m.–6:00 p.m.
Sat: 10:00 a.m.–6:00 p.m.

Sun: 10:00 a.m.–1:30 p.m.
Closed on national holidays

We're open **every day**.

We're open Monday to Friday **from** 9:00 a.m. **to** 6:00 p.m.

On weekends, we're open **from** ten o'clock.

On Sundays, we're open **until** 1:30.

We're closed on national holidays.

- Until what time are you open today?
- We are open until six o'clock.
- Are you open on the weekend?
- We're open on Saturday, but not on Sunday.

LISTENING



21

What are their business hours?

1. Sunrise International is _____ today.
a. open b. closed

2. Their office is open from 9:00 to 6:00 _____.
a. Monday to Thursday b. every day

3. On Fridays, they are open _____.
a. from 4:00 a.m. b. until 4:00 p.m.

4. On Saturdays, Sunrise International is _____.
a. closed b. open from 10:00 to 2:00



READING

Are you open at lunchtime?

a.

We're open until 7:00 p.m. _____

b.

Springfield Post Office. Good morning. _____

c.

You're welcome. _____

d.

Hello. Are you open at lunchtime today? _____

e.

I see. Thank you! _____

f.

No, I'm sorry. We're closed from 12:00 to 2:00 p.m. _____

g.

OK. Until what time are you open in the evening? _____



PERFORMANCE

Situation 1



You are the manager at Wok on Fire restaurant. Here are the restaurant's hours:

11:30 a.m.–1:30 p.m.

5:30 p.m.–10:30 p.m.

Closed on Wednesdays

Your phone is ringing. Answer it.

Situation 2



You are the Berlitz director.
Here are Berlitz's business hours:

Mon–Fri: 7:45 a.m.–8:30 p.m.
Sat: 8:30 a.m.–1:00 p.m.

It's the receptionist's lunchtime. The phone is ringing.
Answer it.



My notes

EXTRA**READING****We are open until ten**

My name is Marcus. I work (1) ____ the Plaza bookstore.
(2) ____ the week, we are open from 9:30 (3) ____ the morning
to ten o'clock (4) ____ night.
We are open on weekends. (5) ____ Saturday, we are open (6)
____ 8:00 a.m. (7) ____ 8:00 p.m. Sundays, we are open (8)
____ 6:00 p.m.

at at During from in On to until

**ONLINE PRACTICE**

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In this lesson you will ...

Offer something to eat and drink

Vocabulary & Expressions

sandwich	No, thank you.
to eat	(Tea), please.
to drink	(mineral) water
visitor	juice
coffee	glass
tea	cup
sugar	bottle
milk	apple
lemon	orange
with	grapes
without	fruit
black (<i>coffee</i>)	cake
just (= <i>only</i>)	a piece of (cake)
Yes, please.	espresso
Here you are.	cappuccino
You're welcome.	regular coffee

Grammar Items

Would (you) like ...?
What would (you) like?
(I'd) like ...
How would (you) like (your) ...?
a, an, some
(She) would like ...
(She)'d like ...
What kind of (fruit) would (you) like?
(not) have any
(I / We) don't have any ...
Do you have any ...?

WARM-UP



What would you like?



Would you like a sandwich?



What would you like to eat?

GRAMMAR

Would you like some coffee?



- Would you like tea or coffee?
- Coffee, please. / No, thank you.
- How would you like your coffee?
- With milk and sugar, please. / Black, please.

- Would you like a bottle of mineral water?
- Yes, please. / No, thank you.
- Would you like some juice?
- No, thank you. Just a glass of water.

would like

I	would like	an apple.	I'd like ...
You		a sandwich.	You'd like ...
He		some fruit.	He'd like ...
She		a cup of tea.	She'd like ...
We		a glass of water.	We'd like ...
They		a bottle of mineral water.	They'd like ...



My notes

VOCABULARY & EXPRESSIONS

What kind of juice would you like?



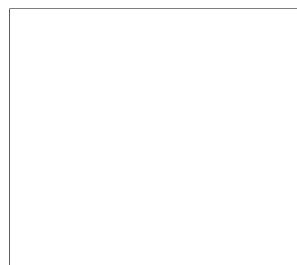
FRUIT



JUICE



COFFEE



CAKE



My notes

GRAMMAR

Sorry, we don't have any

I		an apple.	I		apples.
You	have	a glass of milk.	You	don't have any	milk.
We		some sugar.	We		sugar.
They		three lemons.	They		lemons.
He		some tea.	He		tea.
She	has	coffee.	She	doesn't have any	coffee.
		a piece of cake.			cake.
		a bottle of water.			water.

- What kind of juice would you like?
- I'd like some pear juice, please.
- Sorry. We don't have any pear juice.

- Do you have any cheesecake?
- I don't have any cheesecake, but I have chocolate cake and fruit cake.

READING

Ms. Wyler welcomes Mr. Sato before their meeting



- What would you like to drink, Mr. Sato? Coffee, tea, water?
- Do you have green tea?
- I'm sorry. We don't have any green tea. But we have Earl Grey and French breakfast tea.
- No....I'd like some coffee, please.
- We have regular coffee, espresso, and cappuccino.
- Regular coffee, please
- With milk and sugar?
- Just sugar, thanks.
- Here you are.
- Thank you.
- You're welcome.

PERFORMANCE

Can you ... offer something to eat and drink?

A client from another country is at your office. Offer your visitor some coffee.

- What would you like to drink, (*Mr. Hopper*)? (*Coffee*)?
- Do you have (*juice*)?
- I'm sorry. We don't have any (*juice*).
- Do you have any (*tea*)?
- Yes. Would you like (*green tea or black tea*)?
- (*Black tea*), please.
- With (*milk and sugar*)?
- Just (*milk*), thanks.
- Here you are.
- Thank you.
- You're welcome.

Notes:

ONLINE PRACTICE



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Review

OBJECTIVES LADDER



Now you can ...

- ✓ Offer something to eat and drink
- ✓ Ask about business hours
- ✓ Tell the time
- ✓ Ask for and give personal details
- ✓ Describe your colleagues
- ✓ Introduce others
- ✓ Give your address and phone number
- ✓ Give your name and your company's name
- ✓ Introduce yourself

PRACTICE

GOAL 01

Nice to meet you!

- (1) _____ you Melanie Walsh?
- Yes, I (2) _____.
- Nice to meet you. (3) _____ Chris Lomax.
- (4) _____ are you from, Chris?
- I'm (5) _____ Australia.
- (6) _____ city are you from? Sydney?
- No, I'm (7) _____. I'm from Melbourne. And (8) _____?
- I'm from Wexford.
- Where is that?
- It's (9) _____ Ireland.



GOAL 02

Are you Ms. Tanaka?

1. What's your name? _____
a. My name is Patricia Jones.
2. Is Wallace your last name? _____
b. It's Weyland. W-E-Y-L-A-N-D.
3. Is your name Jack? _____
c. No, it isn't. It's John.
4. How do you spell your last name?

d. How do you spell that?
5. My first name is Sinead. _____
e. No, it isn't. It's my first name.

**What's the number?**

Listen to the voicemail messages and write down the numbers.

Message 1. Mr. Wright's office number is _____ extension _____.

Message 2. Ruth's home number is _____.

Message 3. Fred's cell phone number is _____.

Where?

Listen and write down the addresses.

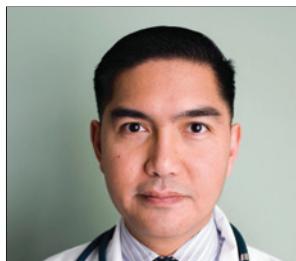
1. Their address is _____.
2. Ruth Carlton's email address is _____.
3. Ben's work email address is _____.
4. Goodshop's German website address is _____.

I'd like you to meet my client

1. – Anita, _____ Toshio. He's from Kyoto.
– Nice to meet you, Toshio.
a. he is b. I am c. this is
2. – Where are Mr. and Mrs. Michaud from?
– _____ from France.
a. She's b. They're c. They
3. – What city are you and your wife from?
– _____ from Auckland.
a. I'm b. They are c. We're
4. – Is Lisa's last name Mitchell?
– No, _____. It's Miller.
a. it's not b. she isn't c. they aren't
5. – Do you have a family?
– Yes. This is _____ daughter, Charlotte.
a. our b. their c. your
6. – What is your husband's name?
– _____ name is Peter.
a. He b. He's c. His

GOAL 05

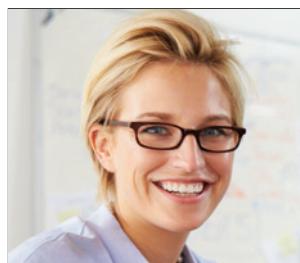
What do they look like?



Petra has _____,
_____, _____ hair.

Paul _____ brown
hair, but he _____
brown eyes.

What color _____
George's hair?



_____ Mrs. Beresford
have long hair?

Who has blue eyes? I
_____!



My notes

GOAL 06

Who are the people at the reception desk?

1. This man is short. → These _____ are short.
2. They have an office in one city. → We have offices in three _____.
3. They have one child. → We have two _____.
4. This person works at my company. → These _____ work at my company, too.
5. Is your manager tall? → Are your _____ tall?
6. How old is his daughter? → How old are her _____?
7. Is this your business card? → Are these your business _____?

GOAL 07

What time is it?

1. It's 7:15. → It's _____.
a. seven-fifteen b. seven-fifty
2. It's 4:30. → It's _____.
a. four-thirteen b. four-thirty
3. It's 3:00 a.m.! → It's three o'clock _____.!
a. in the morning b. in the afternoon
4. It's 11:55. → It's _____.
a. almost 12 o'clock b. exactly 11 o'clock
5. It's 9:22. → It's _____ nine twenty-two.
a. almost b. exactly
6. It's 11:00 p.m. → It's eleven o'clock _____.
a. in the evening b. at night
7. Could you _____, please?
a. have the time b. tell me the time
8. It's 11:50. → It's _____ lunchtime!
a. almost b. just after



GOAL 08

When are they open?

1. Are you open every day ____ the week?
2. Do they close ____ 6:00 or 7:00 in the evening?
3. The Garden Restaurant is closed ____ Mondays.
4. The supermarket is open ____ ten o'clock at night.
5. They are open ____ 8:00 a.m.
6. We are open from 10:00 a.m. ____ 6:00 p.m.

at during from on to until

GOAL 09

What would you like?

1. Would you like ____
a. a cup of coffee?
2. How would you ____
b. but without sugar, please.
3. I'd like my coffee with milk ____
c. cake with your coffee?
4. Would you like some ____
d. have any fruit cake.
5. I'd like a piece ____
e. like your coffee?
6. I'm sorry. We don't ____
f. of fruit cake, please.

YOUR TURN!

GOAL 01

Who are you?

You are a famous person. Write your name, where you are from, and your nationality. Then introduce yourself.

Name: _____

Country: _____

City: _____

Nationality: _____

GOAL 02

Can you spell that for me?

Role A

You would like to meet some people. Tell your classmate. Spell the names (if your partner asks). Write the names of the people your classmate would like to meet.

First & Last Name

Alicia Vanzetti

Karl Jensen

Maxine Garfield

Kanako Fukuda

Buster Hayward

First Name

Last Name



My notes

Role B

You would like to meet some people. Tell your classmate. Spell the names (if your partner asks). Write the names of the people your classmate would like to meet.

First & Last Name

Elizabeth Barrymore
Carlos Hurtado
Penelope Jefferson
Atsuya Hashimoto
Wendy Caruthers

First Name

Last Name

GOAL 03

Can you give me their address and phone number?

Role A

Give the information on the business card to your partner. Write the information your partner gives you.

name: _____

address: _____

telephone number: _____

email address: _____



My notes

Role B

Give the information on the business card to your partner. Write the information your partner gives you.

name: _____

address: _____

telephone number: _____

email address: _____



GOAL 04

Let me introduce you!

Introduce your husband / wife / client / coworker to your boss.



My notes

GOAL 05

What does she look like?

Role A

Your partner has a picture of a man. Ask questions about his hair and eyes.



Role B

Your partner has a picture of a woman. Ask questions about her hair and eyes.



My notes

GOAL 06

Tell me about your new coworker!

Talk about a manager, coworker, or a person in your family: name, age, what he or she looks like, nationality, etc.

GOAL 07

Can you tell me the time?

Role A

Tell your friend what time it is. Write down the times your friend tells you.

It's 6:15.

It's 12:30.

It's 1:00 a.m.

It's 4:46.

(*the time now*)

Role B

Tell your friend what time it is. Write down the times your friend tells you.

It's 7:05.

It's 9:45.

It's 6:00 p.m.

It's 2:00.

(*the time now*)

GOAL 08

Role A

On Friday afternoon, you would like to go to the Plaza Restaurant with a client, but you don't know their business hours. Call your colleague and ask about the restaurant's hours.

You know the hours for Anne's Café.

Mon–Fri: 7:00 a.m.– 9:00 p.m.

Sat–Sun: 8:00 a.m.–10:00 p.m.

Closed on national holidays

Role B

In the morning, you would like to go to Anne's Café with a customer, but you don't know their business hours. Your phone is ringing. Answer it.

You know the hours for the Plaza Restaurant.

Tue–Thu: 11:30 a.m.–2:30 p.m.

Fri–Sun: 5:00 a.m.–11:00 p.m.

Closed on Mondays



My notes

GOAL 09

Role A

A business partner is at your home. Introduce your visitor to your family and offer your visitor something to eat and drink.

Role B

You are a visitor at the home of a business partner. It's evening, so you wouldn't like to drink any tea or coffee.

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English 1 Business

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In this lesson you will ...

Talk about food preferences (for a business lunch)

Vocabulary & Expressions

breakfast	dinner
muffin	chicken
egg	rice
toast	bread
butter	cheese
jam	broccoli
bowl	vegetables
cereal	cherry
lunch	Just one, please.
salad	to like
hamburger	favorite (<i>favourite UK</i>)
French fries (<i>chips UK</i>)	meal
soup	brunch

Language Focus

What would you like for (lunch)?
 Plurals with -es
 (cups / bottles) of ...
 How many ... would you like?
 I don't know.

WARM-UP

What do you eat?



breakfast



lunch



dinner

- | | | |
|---------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> cereal | <input type="checkbox"/> sandwich | <input type="checkbox"/> chicken |
| <input type="checkbox"/> egg | <input type="checkbox"/> hamburger | <input type="checkbox"/> vegetables |
| <input type="checkbox"/> muffin | <input type="checkbox"/> French fries | <input type="checkbox"/> rice |
| <input type="checkbox"/> toast | <input type="checkbox"/> salad | <input type="checkbox"/> soup |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

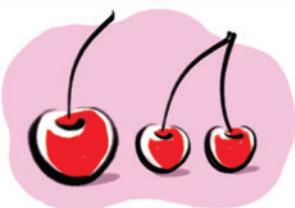
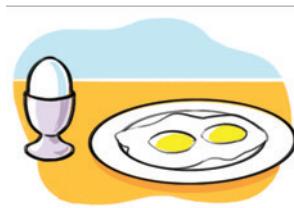
GRAMMAR

What would you like for breakfast?

	I would like a ...	I would like an ...	I would like some ...
for breakfast			
for lunch			
for dinner			

EXTRA

One or two salads?



- s

one egg – two eggs

one muffin – two muffins

one banana – two bananas

- es

one glass – two glasses

one sandwich – two sandwiches

one tomato – two tomatoes

- ies

one cherry – two cherries

one French fry – two French fries

one strawberry – two strawberries

- How many eggs would you like?
- Just one, please.
- How many glasses of water would you like?
- Two, please. One for me and one for my friend.

VOCABULARY & EXPRESSIONS

What do you like?



- What would you like for lunch?
- I don't know.
- Do you like Indian food?
- No, I don't.
- What kind of food do you like?
- Well, Thai food is my favorite.
- Great! I like Thai food, too.



- What's your favorite meal, Ms. Nichols?
- My favorite meal? Sunday brunch.
- Brunch? What's that?
- It's breakfast and lunch in one meal. The Seasons Hotel has a nice brunch every Sunday. And you, Mr. Takahashi? What's your favorite meal?



My notes

PERFORMANCE

Can you ... talk about food preferences?

Talk with your colleague about the foods you like for lunch.

Notes:

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Ask about the menu (at a business lunch)

Vocabulary & Expressions

restaurant	I see.
waiter	to come with (vegetables)
waitress	dessert
server	May I take your order?
customer	delicious
menu	to recommend
appetizer (<i>starter</i> UK)	And to drink?
entrée (<i>main course</i> UK)	Would you like ... with that?
side dish	fast
drink	slowly
beverage	

Grammar Items

What is the ...?
What does (it / the chicken) come with?
What kind of (soup) do you have?
I'd like the (+ <i>menu item</i>)
Would you like a / the ...?
Which (dessert) do you recommend?
I don't understand.
What does ... mean?
You are speaking too fast (for me).
Could you speak more slowly?

WARM-UP



GRAMMAR

What is bulgogi?



Customer: Excuse me. What is kimchi?
Waitress: It's a Korean cabbage salad.
Customer: Oh, I see. Thank you.

Customer: Excuse me. What is bulgogi?
Waiter: It's beef, grilled Korean style.
Customer: Does it come with vegetables?
Waiter: Yes, it does.

What kind of sandwiches do you have?

Soups	Sandwiches	Beverages
chicken soup	steak and cheese	soft drinks
tomato soup	grilled chicken	fruit juice
vegetable soup	ham and cheese	mineral water
French onion soup	bacon, lettuce and tomato	tea, coffee

Customer: What kind of soup do you have?

Waiter: We have chicken, tomato, vegetable, and French onion.

Customer: I'd like the French onion soup, please.

Customer: What kind of soft drinks do you have?

Waitress: We have cola, lemon soda, and orange soda.

Customer: I'd like a cola, please.

VOCABULARY & EXPRESSIONS

What would you like?



- May I take your order?
- Yes, I'd like the salmon, please.
- Would you like a salad with that?
- Yes, I'd like the Caesar salad.
- And to drink?
- A glass of white wine and some water, please.
- Would you like some dessert or coffee?
- Do you recommend the strawberry crepe?
- It's OK. But I recommend the Black Forest cake.
- What is Black Forest cake?
- It's a chocolate cake with whipped cream and cherries.
- OK. I'd like a piece of Black Forest cake.
- Would you like some coffee with that?

EXTRA



Useful Expressions

When you don't understand

I'm sorry. I don't understand.

Could you repeat that?

You are speaking too fast for me.
Could you speak more slowly?

What does ... mean?

PERFORMANCE

Role A

It's lunchtime.

You are in another country, at a restaurant with your business partner.

Ask your business partner about the menu.

Role B

It's lunchtime.

You are at a restaurant with your customer from another country.

Ask what he likes and what he would like. Tell your customer about the menu.

ONLINE PRACTICE



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In this lesson you will ...

Describe your office

Vocabulary & Expressions

computer	book
screen	notebook
printer	lamp
paper	drawer
pencil	door
pen	window
folder	wall
trash can (<i>waste bin UK</i>)	map
calendar	picture
newspaper	floor
table	photocopier
desk	elevator
chair	stairs
key	filings cabinet
old (= <i>not new</i>)	I'm looking for
new	briefcase
magazine	I think that's my (pen).

Grammar Items

Prepositions of place. For example: *on, under, next to.*
 Where is / are the ...?
 here, there
 over here, over there
 this, that
 these, those

WARM-UP



GRAMMAR

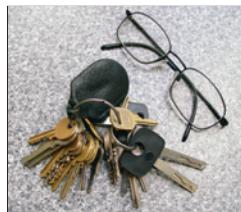
Whose phone is this?

This is Ms. Webb.
Ellen has a cell phone.
Bill has an old computer.

→ Ms. Webb's first name is Ann. Her first name is Ann.
→ Ellen's phone is red. Her phone is red.
→ Bill's computer is old. His computer is not new.

- Is this Jennifer's computer?
- No, it's not her computer. It's John's.
- Whose cell phone is this?
- It's Eric's. He's in Mr. Freeman's office.

in, on, under, next to



- Where's my coffee?
– It's on your desk.
- Where's your phone?
– It's in my bag.
- Where's my magazine?
– It's under the notebook.
- Where are your glasses?
– They're next to my keys.



My notes

Here and there



My cell phone is here.



My cell phone is there.



My cell phone is over there on the chair.

Where is the director's office?



- Is Ms. Blake here?
- No, she's not.
- Where is she?
- She's there, in her office.

- Excuse me. Where's the photocopier?
- It's over there.
- Thank you.

- OK, here are the stairs. Where's the elevator?
- It's here!
- Oh!

- I'm looking for the letter from the bank. Where is it?
- It's there, in my filing cabinet.



My notes

Is that your briefcase?



- Is this your briefcase?
- No, it's not. That's my briefcase.

- Are these your keys?
- No, they're not. Those are my keys.

LISTENING



24 • 25 • 26 • 27 • 28 • 29

Where is the clock?

1. No, it's not. _____
2. _____
3. _____
4. _____
5. _____
6. _____



My notes

PERFORMANCE

Can you ... describe your office?
Describe your office to your colleague.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Describe places near your office

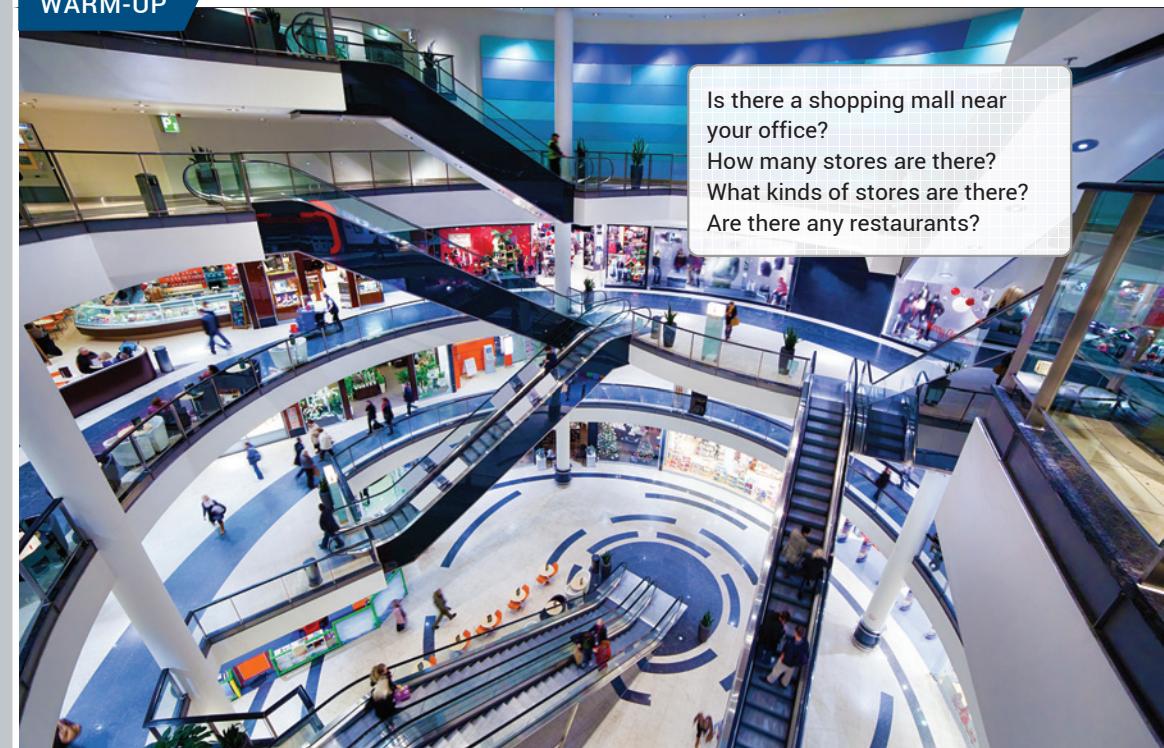
Vocabulary & Expressions

shopping mall	gas station (<i>petrol station</i> UK)
store	subway
bookstore	station (<i>underground station</i> UK)
shoe store	ATM
clothing store	in (<i>a room, store, etc.</i>)
bakery	at (<i>a place</i>)
near (here)	to buy (... at ...)
parking lot (<i>car park</i> UK)	newsstand (<i>newsagent's UK</i>)
parking garage (<i>car park</i> UK)	stationery store

Grammar Items

There is ...
Is there ...?
Yes, there is.
No, there isn't.
There are ...
Are there ...?
Yes, there are ...
No, there aren't ...
How many ... are there?
There's only one ...
There aren't any ...

WARM-UP



Is there a shopping mall near
your office?
How many stores are there?
What kinds of stores are there?
Are there any restaurants?

VOCABULARY & EXPRESSIONS

What's near here?



parking lot



gas station



ATM



parking garage



subway station



restaurant

GRAMMAR

Is there a parking lot near here?

- | | |
|---|---|
| <ul style="list-style-type: none">– Is there a restaurant?– Yes, there is. | <ul style="list-style-type: none">– Are there any ATMs?– Yes, there are. / No, there aren't. |
| <ul style="list-style-type: none">– Is there a parking garage?– No, there isn't. | <ul style="list-style-type: none">– How many gas stations are there?– There aren't any gas stations. |

Tip!



parking lot, parking garage, gas station, subway station

car park, car park, petrol station, underground station

VOCABULARY & EXPRESSIONS

What would you like to buy?

People buy ...

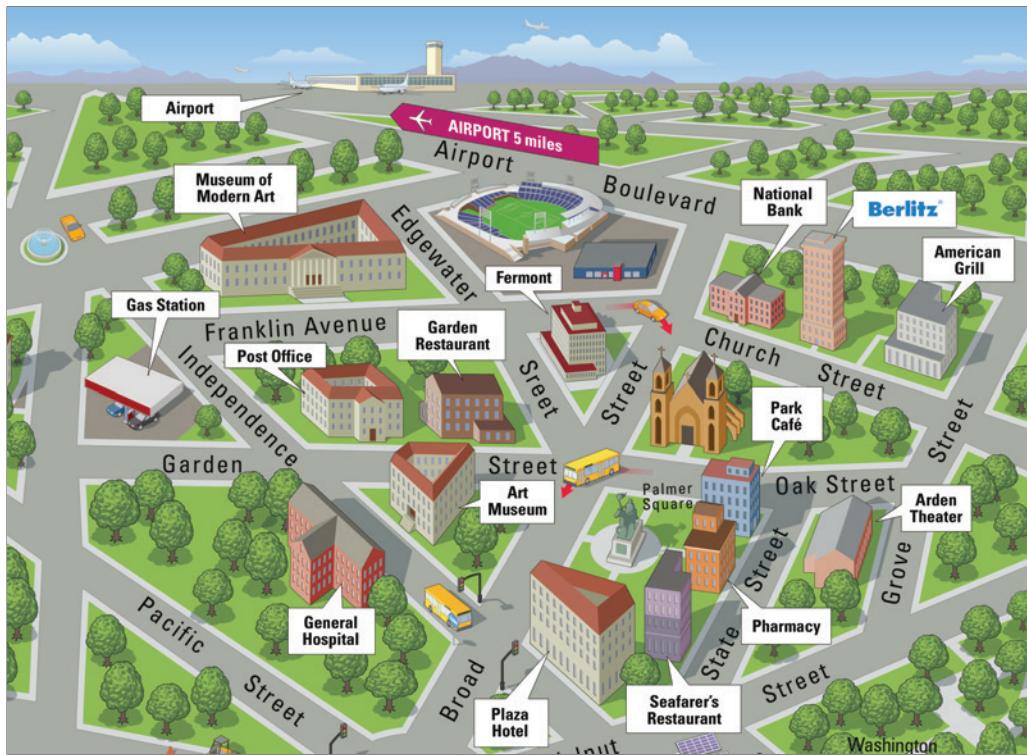
at ...

- | | | |
|--------------------------|-------|-----------------------|
| 1. printers, computers | _____ | a. a bookstore |
| 2. pencils, papers, pens | _____ | b. a computer store |
| 3. books | _____ | c. a newsstand |
| 4. magazines, newspapers | _____ | d. a stationery store |



My notes

You are here



My notes

PERFORMANCE

Can you ... describe places?

Tell a new colleague about places near your office

Notes:

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Say what your colleagues are doing

Vocabulary & Expressions

classroom	TV
teacher	to watch (TV)
student	speaking (on the phone)
(company) director	(to)
to stand	to listen (to)
to sit	listening to (the radio / music)
What are you doing?	question
conference room	answer
lobby	to ask
hall	to answer
Stand up!	to teach
Sit down!	to learn
to read (the newspaper)	to have (lunch)
to write (an email / with a pen)	

Grammar Items

Present progressive: *to be* (verb) + *-ing*
... am / are / is (sitting / standing)
What am / are / is ... doing?
Who's (verb) + *-ing* ...?
What are / is ... (verb) + *-ing*?

WARM-UP

What are they doing?

Beth Walker is a manager.
She's in the conference room.

Ms. Walker is standing.
Her colleagues are sitting.

She is speaking.
They are listening.

She is asking questions.
They are answering questions.



GRAMMAR

What are you doing?

What	am	I	doing?	I	am	
	are	you we they		You We They	are	sitting. standing.
	is	he she it		He She It	is	eating. drinking. working.

- Are you working from home today?
– Yes, I am.
No, I'm not.
- Are Ed and Joan eating lunch?
– Yes, they are.
No, they're not.
- Is John sitting in his office?
– Yes, he is.
No he's not.



My notes

VOCABULARY & EXPRESSIONS

Are you writing an email?



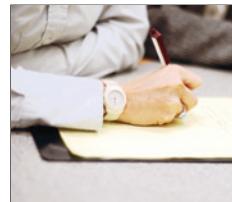
eating



drinking



reading



writing



speaking



listening



watching TV



asking a question

- What are you doing?
- I'm reading my messages.
- What are Ted and Jane doing?
- They're speaking to a client.
- What's Amanda doing?
- She's writing an email.

LISTENING



30 • 31 • 32

Who's having lunch?

1. Mike is _____.
2. Isabelle is _____.
3. Karen is _____ to a customer.



GRAMMAR

What are we doing?

Example: What is Mr. Davis watching? (*a video*) → He's watching a video.

1. What is Ms. Moore reading? (*the newspaper*)

→ _____

2. Who are you speaking to, Bill? (*my boss*)

→ _____

3. What is Patrick drinking? (*water*)

→ _____

4. Who are Ann and Amy writing to? (*a new client*)

→ _____

5. What are you doing? (*working at my desk*)

→ _____



My notes

PERFORMANCE

Can you ... say what your colleagues are doing?
Tell your boss what you are doing.

Notes:

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Say what you do every day

Vocabulary & Expressions

to go (to)	after (that)
to get (to work)	every day
to get home	on the weekend (<i>at the weekend UK</i>)
to go (to work)	to wake up
to go home	to get up
to go to bed	to get dressed
to (go to) sleep	When ...?
before (that)	to take lessons

Grammar Items

at + time
Simple present with <i>have / has (breakfast), get(s) up, go / goes home, eat(s), drink(s), listen(s) (to), read(s), write(s)</i> , etc.
during (the day)
on + day(s)
every + day
on (<i>at UK</i>) weekdays / weekends
On what days ...?
What do (you) do ...?
What does (he) do ...?

WARM-UP

Every weekday ...



Tanya has breakfast at seven o'clock.



She gets to work at 8:30.



She goes home at five o'clock.

VOCABULARY & EXPRESSIONS

What time do you get home?



Janet goes to work at 8:30 in the morning.



She gets to work at 9:00.



She goes home at 6:00 in the evening.



She gets home at 6:30.

GRAMMAR

The weekly schedule

MONDAY	TUESDAY
8:00 Weekly meeting	
10:00	Lunch
12:00	
2:00	
4:00	
6:00	

WEDNESDAY	THURSDAY
8:00	
10:00	Lunch
12:00	
2:00	
4:00 Chinese class	
6:00	

FRIDAY	SATURDAY	SUNDAY
8:00		
10:00		
12:00 Lunch		Family breakfast
2:00		
4:00		
6:00		

Jason Coleman is at work every day. He's there during the day, but he's not there at night.

Jason's Chinese class is every Thursday afternoon at 4:30.

Every day at 7:00 in the evening, Jason is at home with his family. On the weekend, Jason is at home with his family, too.



Tip!



on the weekend



at the weekend

When do you get up?



It's 7:00. Bert is
waking up.



It's 7:05. Bert is
getting up.



Now it's 8:00. He's
getting dressed.



It's 8:30. Now he's
having breakfast.

1. Bert wakes up at 7:00 every day.

→ I wake up at _____

2. He gets up at 7:05.

→ I get up at _____

3. After that, he gets dressed.

→ I get dressed at _____

4. After that, he has breakfast.

→ I have breakfast at _____



My notes

Do you have breakfast every day?

			I you we they	I you we they	do.
Do	I you we they	get up at five o'clock? get dressed in the morning? have lunch in the office? listen to the radio every day? read the newspaper? write email on the weekend? speak to friends on the phone? drink coffee at night? eat soup for lunch? watch TV after dinner?	Yes,		
		go to sleep at 10:00 every night? sleep eight hours every night?	No,	I you we they	don't.
Does	he she		Yes,	he she	does.
			No,	he she	doesn't.

- Do you eat breakfast every morning?
- Yes, I do.
- What do you have for breakfast?
- I have cereal and fruit.
- Do you watch TV every day?
- Not every evening. I get home from work late three or four days every week.
- Do you and Derek get up at 7:00 every day?
- Yes, we do.
- Do you have lunch at home every day?
- No, we don't. We have lunch at work.
- Do you listen to the radio in the morning?
- No, I read the newspaper. But I listen to music in the evening.



My notes

PERFORMANCE

Can you ... say what you do every day?
Speak to your colleague about what you do every day.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Describe your job

Vocabulary & Expressions

assistant	sales representative
job	university
(I'm) (a / an) ...	professor
Really?	sales rep
meeting	bank
boring	banker
interesting	pharmacy (<i>chemist's</i> UK)
exciting	pharmacist (<i>chemist</i> UK)
How interesting!	homemaker
That sounds (exciting)!	to live
engineer	to speak + <i>language</i>
factory	language
architect	report
doctor	medical paper
hospital	

Grammar Items

- What (does / do) ... do?
- Where (does / do) ... work?
- What company (do / does) ... work for?
- to work in (a school / an office)
- Who do you work for?
- Who works (for / at / in) ...?
- (I / You / We / They) do.
- (He / She) does.
- What language ...?

WARM-UP



VOCABULARY & EXPRESSIONS

What do you do?



- Where do you work?
- I work at Gametime Software.
- What do you do?
- I'm a programmer.
- That sounds interesting.
- What do you do?
- I'm a flight attendant.
- That sounds exciting. Which airline do you work for?
- I work for JetWind.

Tip!



I work for a company. = I work **at** a company.
I work **for** Mr. Simpson. = Mr. Simpson is my boss.

GRAMMAR

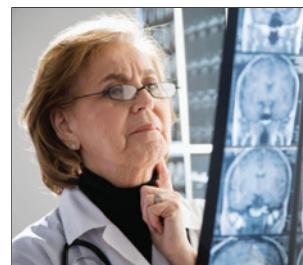
Do you work in an office?



Samantha is an architect.
She works in an office.



George is an engineer.
He works in a factory.



Rachel is a doctor.
She works in a hospital.

Who do you work for?

Where do	I you we they	work?	I You We They	work at... work for...	I You We They	don't work at... don't work for...
Where does	he she	work?	He She	works at... works for...	He She	doesn't work at... doesn't work for...

- Where do you work?
– I work for G.T. Sports, in London.
- Who do you work for?
– I work for Hammond Studios. I'm an art director.
- Is Mrs. Jordan a professor?
– Yes, she works at the university.
- What does Paul do?
– He's a sales rep. He works for Franklin-Meyers.

Where do you work?

Where does a banker work?		Who works in an office?	
A banker		a bank.	Secretaries do .
A pharmacist		a pharmacy.	I do .
A doctor		a hospital.	We do .
An executive assistant	works in	an office.	Janet does .
A teacher		a classroom.	Liz Tyler doesn't .
A server		a restaurant.	Servers don't .
A homemaker	works	at home.	

VOCABULARY & EXPRESSIONS

What does Carlos do?



Carlos is a sales rep. He lives in Miami. He speaks Spanish and English. He writes reports every day.

Joyce and Richard are doctors. They live in Auckland. They speak English. They read medical reports.

My name is Yukio. I'm a student. I live in Kyoto. I speak Japanese and English. I write papers for my classes.



My notes

PERFORMANCE

Can you ... describe your job?
Tell *a new colleague* about your job.

Notes:



ONLINE PRACTICE



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In this lesson you will ...

Say what you do every week

Vocabulary & Expressions

Months

Ordinal numbers (1st – 31st)

What's the date (today)?

It's Monday, June (the) 16th.

birthday

When is (Ann's) birthday?

It's in September.

Independence Day

When is Independence Day?

It's on July (the) 4th.

colleague

article

letter

the Internet

smartphone

laptop

to use

to meet (with)

open

closed

What are (your / their)

hours?

long (hours)

Grammar Items

in + month

on + date

(I / You / He / She) + simple present

work(s) from ... to ...

... hours a (day / week)

How many hours (a day / a week) ...?

WARM-UP



GRAMMAR

What's today's date?



- What's the date today?
- It's Monday, June 16th.
- When is Ann's birthday?
- It's in September.
- When is Independence Day?
- It's on July 4th.

VOCABULARY & EXPRESSIONS

Do you use a laptop?

I **read** ... emails, books, magazines, newspapers, _____, _____, _____, etc.

I **write** ... emails, reports, articles, letters, _____, _____, _____, etc.

I **meet** ... clients, colleagues, my boss, friends, _____, _____, _____, etc.

I **use** ... a laptop, a smartphone, the internet, software, _____, _____, _____, etc.



My notes

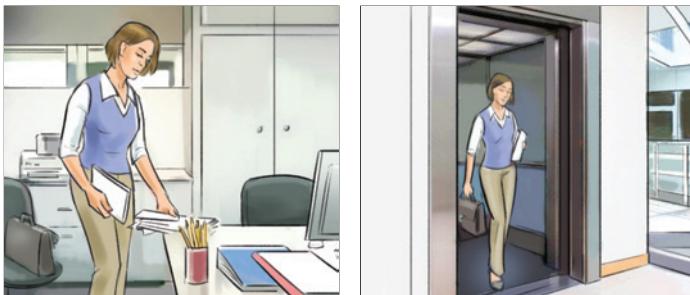
We speak English at work

Example: We're engineers. We **use** computers every day for our work.

1. Paul is a teacher. He _____ algebra.
2. I'm American. I _____ and work in Los Angeles.
3. Jean-Paul and Marie are Swiss. They _____ two languages: French and German.
4. Amy is a homemaker. She _____ at home.
5. A sales rep _____ clients every week.

GRAMMAR

Janet works from nine to six



Janet gets to work at 9:00 in the morning.

She goes home at 6:00 in the evening.

→ She works from 9:00 to 6:00.



My notes

EXTRA**READING****When do they work?**

Tina Mason is the manager at Midtown Bank. She works from 8:30 to 4:30 five days a week. She works eight hours a day. She works on some Saturdays.

Glen Hood is a server at Bella's Restaurant. He works Monday to Friday from 11:00 a.m. to 3:00 p.m. He doesn't work on weekends.

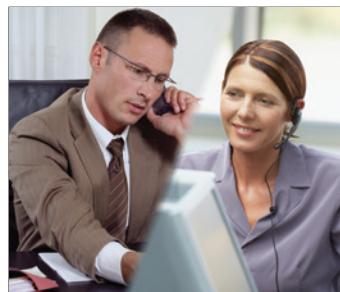
Jill Monroe works at Arcadia Bookstore. She works three days a week from Thursday to Saturday. She works five hours a day at the store.

LISTENING

33 • 34 • 35

What time do you get home?

1. The director works from _____ to _____.
2. Sandra works _____ hours a day, five days a week.
3. On _____, the doctor works from _____ to _____.



PERFORMANCE

Can you ... say what you do every week?
Tell your new boss what you do every week.

Notes:

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Talk about schedules

Vocabulary & Expressions

tomorrow	to take a break
the day after tomorrow	to come back
schedule	tonight
business trip	to give (<i>make UK</i>) a presentation
business lunch	next (week / month / year)
conference call	this (week) <i>vs.</i> next (week)
team	19 – –
sales meeting	20 – –
workshop	in + year
presentation	to stay
to leave	How long are you staying?

Grammar Items

Frequency adverbs. For example: *always, usually, sometimes, rarely, never.*

(Do / Does) ... ever ...?

Present progressive with future meaning. For example: *We're taking a break at 5:10.*

WARM-UP

DAY	WEEK	MONTH	SHOW WORK WEEK	SHOW FULL WEEK
◀ February 22-26 ▶		Monday 22	Tuesday 23	Wednesday 24
calendar		8 am		Conference call with Marketing team
mail		9 am		
contacts		10 am		
to-do list		11 am		
		12 pm		
		1 pm		
		2 pm		Presentation IT Systems Upgrade
		3 pm		
		4 pm		
		5 pm		
◀ February ▶	M T W T F S S			
1 2 3 4 5 6 7				
8 9 10 11 12 13 14				
15 16 17 18 19 20 21				
22 23 24 25 26 27 28				

John Carter is going to Toronto tomorrow. This is his schedule.



Tip!



11/01/17 = November 1, 2017



11/01/17 = 11 January 2017

GRAMMAR

Do you ever work on weekends?

always
usually
sometimes
rarely
never

100%
↑
|
↓
0%

I **always** work on Mondays.
I **usually** work during the day.
I **sometimes** work in the evening.
I **rarely** work on Saturdays.
I **never** work on Sundays.

- Are you home in the evening?
- Yes, I'm usually home after six.

- Do you ever meet clients at night?
- No, never. I always see them during the day.

Tell me about your schedule

1. Where do you usually go during the week?

2. Who do you usually meet on Saturdays?

3. Are you always home on the weekend?

4. What do you rarely do in the morning?

5. _____ ?

6. _____ ?

What are you doing tonight?

Angela is meeting Mr. Bradley at 11:00 a.m.

After that, she's having lunch with Martha Simmons, her client.

At 3:00 p.m., Angela is giving a presentation.

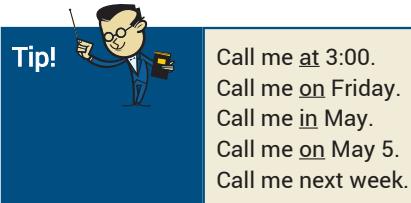
She's going home at 5:00 p.m.

Tonight, she's having dinner with her friends George and Ann.

11:00 AM	meeting with Dennis Bradley
12:00 PM	lunch with Martha Simmons
1:00 PM	
2:00 PM	
3:00 PM	presentation
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	dinner with George & Ann

What are you doing next week?

I am	leaving the office	at three o'clock today.
You are	having dinner	at eight o'clock tonight.
Tim is	meeting Mr. Wilson	next week.
Ann is	coming to our office	next month.
We are	going to Brazil	next year.
The Lees are	coming back to the US	in 2020.



My notes

PERFORMANCE

- Hi, Hiromi! What are you doing next week?
- Hi, David! I'm going to Paris on Monday.
- Is it a business trip?
- Yes, it is. I'm giving a presentation on Wednesday. On Thursday, I'm meeting with a new client.
- When are you coming back?
- I'm leaving Paris on Friday morning.
- Have a great trip!

Can you ... talk about schedules?

Tell your colleague about your schedule for this month.

Notes:

ONLINE PRACTICE



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Review

OBJECTIVES LADDER



PRACTICE

GOAL 11

What's the question?

1. Would you like some _____
a. do you like?
2. What's your _____
b. cake for dessert?
3. How many glasses _____
c. favorite meal?
4. What would you like _____
d. of water would you like?
5. What kind of food _____
e. for lunch?

GOAL 12



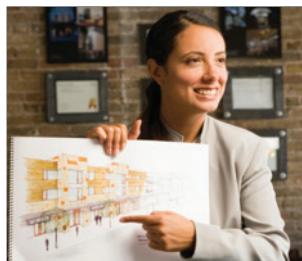
36

What kind of soup do you have?

-
- We have vegetable soup, tomato soup, and clam chowder.
-
- The clam chowder is my favorite.
-
- It's grilled salmon in white wine sauce.
- I'd like that, please.
- It comes with vegetables and French fries or rice.
-
- The house salad is delicious.
- OK.
-
- No, I'd like Italian dressing.
-
- A bottle of mineral water, please.

GOAL 13

Where's my phone?



1. It's _____.

2. It's over _____.

3. _____ is my phone?



4. Your newspaper is
_____ your notebook.

5. Jack's phone is _____
his laptop.



My notes

GOAL 14

What's near here?

- Is there a parking garage near your workplace?
- Yes, (1) _____.
- Is there a shopping mall near there?
- No, (2) _____.
- Are there any restaurants near your office?
- Yes, (3) _____.
- Are there any clothing stores?
- No, there (4) _____ clothing stores.
- How many subway stations are there?
- There is (5) _____ subway station.

(6) _____ a parking lot?

(7) _____ bookstores?

How many stationery stores (8) _____?

GOAL 15

A day at Fermont

Janet Miller is at work. She (1) _____ in a chair in Mr. Bennett's office. They (2) _____ a letter to a new client.

There is a client at the reception desk. The receptionist is (3) _____ the client.

The sales team is in the conference room. The sales manager (4) _____ to the sales reps about the new product. The sales reps (5) _____ and taking notes.

Mr. Simpson (6) _____ next to the photocopier, but the photocopier (7) _____. His assistant, Maggie, is (8) _____ a fax message she just received.

And you, what are you (9) _____?

reading doing is standing is sitting is speaking are listening speaking to
isn't working are writing

GOAL 16

What do they do every day?

Example: Mr. Bennett is drinking coffee. → **He drinks coffee every morning.**

1. Oscar is reading his email now. → He _____ every day.
2. It's 5:30. I'm going home. → I _____ at 5:30 every day.
3. It's nine o'clock on Saturday. Bert is getting up. → On weekends, Bert _____ at nine o'clock.
4. What are you doing now? → What _____ every day?
5. Are you drinking coffee now? → _____ coffee every morning?
6. It's 6:30 and we are having dinner. → We _____ at 6:30 every evening.
7. It's Tuesday. I'm not working. → I _____ on Tuesdays.
8. It's Friday. Sally isn't taking Spanish lessons today. → She _____ on Fridays.

GOAL 17



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What do you do?

1. What does Marina do?

2. What company does she work for?

3. Does Marina work in a factory or an office?

4. How many languages does she speak?

5. Does she speak French?

6. Does she speak German?

GOAL 18

When do you meet?

1. Oliver's birthday is ____ August.
a. at b. in c. on
2. We have team meetings ____ Thursdays.
a. at b. in c. on
3. What's the ____ today—the 15th or the 16th?
a. data b. date c. day
4. In the US, Thanksgiving is on the ____ Thursday in November.
a. four b. forth c. fourth
5. How many hours ____ do you work?
a. week b. a week c. in week
6. Anita works ____ 8:00 to 4:00.
a. at b. for c. from
7. Sales reps ____ clients every day.
a. are meeting b. meet for c. meet with
8. ____ your boss use the internet every day?
a. Does b. Do c. Is

GOAL 19

What do you usually do?

- ____ you ____ with George this week? (*meet*)
- Yes, we always ____ on Wednesdays. (*meet*)
- ____ you usually ____ for lunch? (*go out*)
- Not usually, but today I ____ to lunch with Martina and Kaito. (*go out*)
- Where's Lucy?
- She ____ a break right now. (*take*)
- When ____ she ____? (*come back*)
- In about half an hour.

YOUR TURN!

GOAL 11

What kind of food do you like?

Situation 1

You would like to take a client out for a business breakfast. Ask your client what he / she likes (and doesn't like) for breakfast. Does he / she like the foods you like?

LIKES

DOESN'T LIKE



My notes

Situation 2

You and a colleague are having lunch this afternoon. Ask your colleague what he / she likes (and doesn't like) for lunch. Does he / she like the foods you like?

LIKES

DOESN'T LIKE

GOAL 12

What would you like to have for lunch?

Role A

It's lunchtime. You are in a restaurant. This is today's menu.

Vegetables	Side dishes	Main courses	Desserts
peas & carrots	mashed potatoes	fried chicken	apple pie
broccoli	French fries	pan-fried fish	cherry pie
green beans	rice	Lasagna	ice cream

Order lunch.

Role B

It's lunchtime. You are a server in a restaurant. This is today's menu.

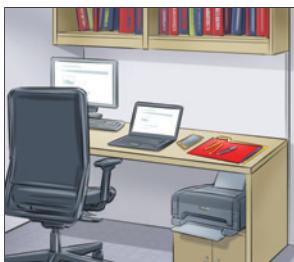
Vegetables	Side dishes	Main courses	Desserts
peas & carrots	mashed potatoes	fried chicken	apple pie
broccoli	French fries	pan-fried fish	cherry pie
green beans	rice	lasagna	ice cream

Take the customer's order.

GOAL 13

Is this your office?

This is your desk.
Describe it to a
classmate.



Role A



Role B

GOAL 14

Where can I buy paper for the printer?

Tell a friend about the shops, restaurants, and other places near your office.



GOAL 15

What is Melanie doing?

Describe what the people in the pictures are doing.



Picture A



Picture B

GOAL 16

What's your day usually like?

What does your classmate or teacher do every day? Write five questions to ask.

1. _____
2. _____
3. _____
4. _____
5. _____

GOAL 17

Do you speak Esperanto?

Ask your classmates what they do, where they work, what languages they speak.

Name	Company	Job	Languages
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GOAL 18

What do you do every week?

What does your classmate or your teacher do every week? Write five questions to ask.

1. _____
2. _____
3. _____
4. _____
5. _____

GOAL 19

Are you going on a business trip this month?

Ask a classmate about his / her schedule at work this month. Does your classmate do these things every month?

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In this lesson you will ...

Arrange to meet someone

Vocabulary & Expressions

to be on the phone	to see (= <i>meet with</i>)
to call	all day
to talk (to)	... is (not) good for (me)
Who are you (calling / talking to / listening to)?	What's a good (time / day) (for you)?
What are you listening to?	How about ...?
busy (= <i>not free</i>)	Let's ...
free (= <i>not busy</i>)	(That's) fine.
Can you ...?	great
Yes, (I) can.	perfect
No, (I) can't.	to be off (= <i>not working</i>)
to see	day off
to hear	busy (= <i>working hard</i>)

Grammar Items

Object pronouns: *me, you, him, her, it, us, them.*
Modal *can* (ability)

WARM-UP



GRAMMAR

Are you talking to me?

I am talking to Lucy.

You are asking a question.

Bill is meeting Jack and Linda.

Mark is on the phone with Eve.

Are you writing that email today?

Is Ms. Rogers speaking to you and me?

Are the Bennetts your friends?

→ Lucy is listening to **me**.

→ I am answering **you**.

→ They are meeting **him**.

→ He's talking to **her**.

→ No, I'm writing **it** tomorrow.

→ Yes, she's speaking to **us**.

→ Yes, we see **them** every weekend.

Can we meet tomorrow?

I		see you.
You		hear me.
He /	can	meet Paul.
She	can't	leave now.
We		stay three days.
They		come here tonight.

– **Can** I see the report tomorrow?

– Yes, you **can**. / No, you **can't**.



My notes

VOCABULARY & EXPRESSIONS

What's a good day for you?

OCT 10-16		
MONDAY 10	TUESDAY 11	WEDNESDAY 12
9 a.m.- conference call/European office	10 a.m.- Dr Grant- appt.	5:05 a.m.- shuttle to airport
12 p.m.- lunch with Sue		NA flight #438 dep. Newark 6:00 a.m.; arr. Chicago 7:10
2:30-		

OCT 10-16		
THURSDAY 13	FRIDAY 14	SATURDAY 15
		1 p.m.- Joey's soccer game
Call Steve (973-555- 0171) for airport pickup		
	NA flight #439 dep.	

- Hi Irina. This is Rita. Would you like to have lunch with me on Monday?
- I'm sorry. I can't. I'm busy all day. How about Friday?

- Friday's good for me. Twelve o'clock?
- Perfect. Let's meet at Ann's Café, OK?
- Great. See you there.

- Hello, Irina. This is Bill Jenkins. Can we meet next week?
- Sure. Let's see. I'm free on Tuesday morning from 8:30 to 9:30.

- Tuesday morning isn't good for me. How about Tuesday afternoon at one o'clock?
- Fine. See you Tuesday at one o'clock.



My notes

When are you off?



- Ingrid, can we meet on Friday?
- Not this week, Hiroko. I'm off on Friday.
- OK. How about next Monday?
- Sorry, Monday is my regular day off.

- What's your week like, Joe?
- Hi, Lee. My hours change. On Mondays and Tuesdays, I work from 8:00 to 5:00. But from Wednesday to Friday, I start at 12:00 and finish at 8:00.
- So, you're off Saturdays and Sundays?
- That's right.



My notes

PERFORMANCE

Can you ... arrange to meet someone?

Arrange a meeting with your friend for dinner.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Make appointments

Vocabulary & Expressions

appointment	next available
Who do you have an appointment with?	to talk about sales strategy
dentist	Would you like to make an appointment?
accountant	project
lawyer	
available	

Language Focus

to have an appointment (on / at / with) ...
to make an appointment (on / at / with) ...

WARM-UP

Are you busy on Wednesday?
Can we meet in the afternoon?
When are you free?
What's a good time for you?



My notes

LISTENING



38 • 39

Who do you make appointments with?

A.

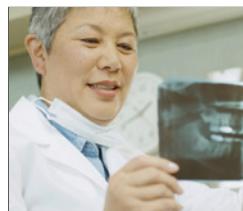
1. The woman is making an appointment with _____.

2. She has an appointment with him next _____.

B.

1. The man is making an appointment with _____.

2. He has an appointment for _____ at _____.



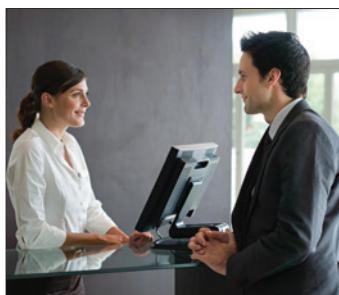
Culture Corner

What is the first day of the week in your country?



READING

I'd like to see Ms. Adams



- Good morning. I'm Steve Wilson from Ace Corporation. I'd like to see Ms. Adams.
- I'm sorry, Mr. Wilson, Ms. Adams is in meetings all morning.
- She's usually free on Tuesday mornings, isn't she?
- Yes, but this week she has appointments with clients every morning. She's free this afternoon. Would you like to make an appointment to see her then?
- Yes, please. What time is she available?
- Let me see ... She's free at two o'clock. Is that all right with you?
- Yes, that's fine. Thank you.

1. Would Steve Wilson like to see a client or the receptionist?

2. Is Ms. Adams busy all day or all morning?

3. Is she available this morning or this afternoon?

4. Can Mr. Wilson see Ms. Adams at 2:00 or at 3:00 today?

EXTRA

LISTENING



40 · 41

Can I make an appointment?

- A. 1. The caller is making an appointment with Mr. Clemens.
2. Alison is free on Monday.
3. Mr. Taylor is available on Tuesday at ten o'clock.
- B. 1. Tracy is meeting Kevin this week.
2. Kevin and Tracy are talking about a project.
3. The meeting next Wednesday is in Tracy's office.

YES	NO
<input type="radio"/>	<input type="radio"/>

PERFORMANCE

- I'd like to meet with you on Thursday. Can we talk about the new project?
- I'm sorry. I'm not in the office on Thursday. How about Friday?
- Yes, I'm available Friday. What's a good time for you?
- Are you available at 10:00 a.m.?
- Sorry, but I have a meeting until 10:30 a.m. on Friday. How about 11:00 a.m.?
- Yes, that's fine.
- Great, thank you!

Can you meet with me on Thursday? Can you ... make appointments?

Call your doctor's office and make an appointment for next week.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Make a phone call

Vocabulary & Expressions

to ring	Can you hold, please?
to pick up (the phone)	Just a (minute / moment).
to dial	to put ... on hold
to hang up	to be on hold
What (do / does) ... do when ...?	to put ... through
to answer (the phone)	Why (not)?
(May / Can) I speak to ...?	because
(phone) line	to schedule
on the line	to cancel
on another line	to reschedule
free (line)	to confirm
busy (line)	You have the wrong number.
May I ask who's calling?	Sorry about that.

Language Focus

Infinitive of purpose: *to* + verb. For example: *I'm calling to cancel an appointment.*

I want (to) (= would like); I need to (= have to)

Telephone expressions

WARM-UP



The phone is ringing. Mark Wilson picks up the phone.



He answers the phone. / He's taking the call.



Mark finishes the call and hangs up (the phone).

VOCABULARY & EXPRESSIONS

This is Ed Taylor

saying who you are



Hello. This is Edward Taylor.

Hello, Janet. This is Ed Taylor.

Hi, Janet. This is Ed.

saying who you'd like to talk to



May I speak to Mr. Bennett, please?

Can I speak to Charles?

Is Chuck in?

asking the caller to wait



Just one moment, Mr. Taylor.

Of course, Mr. Taylor. Just a moment.

Sure, Ed. Just a second.

Who's calling, please?



- Good morning, ArTex Enterprises.
Christine Baker speaking.
- I'd like to speak to Mr. Hayes, please.
- May I ask who's calling?
- My name is John Morris.
- Just a moment, Mr. Morris.

- Sam Hayes.
- Mr. Hayes, this is Christine in reception.
John Morris is on the line for you.
- Thank you, Christine. Put him through.
- Mr. Morris? Thank you for holding. I can
put you through to Mr. Hayes now.

GRAMMAR

I need to cancel our appointment

I'm calling
I want
I need

to confirm
to change / reschedule
to cancel

our appointment.
the time.
my trip.

LISTENING



42 • 43 • 44

Why are they calling?

1. Brad _____ to _____ the meeting.
2. Sylvia _____ to _____ her appointment.
3. Martin _____ to _____ his appointment.

1. _____

2. _____

3. _____

EXTRA

VOCABULARY & EXPRESSIONS

Wrong number

- Hi, I'd like to speak to Mike, please.
- Mike who?
- Is this 555-9568?
- No, it's 555-9586.
- Sorry. Wrong number.
- Hello?
- Hello, is this the Middleton Public Library?
- I'm sorry. You have the wrong number.
- I'm sorry.
- No problem. Goodbye.

PERFORMANCE

Could I speak to Ms. Yamada, please?
Is Noriko Yamada available?

I'd like to speak to Noriko.

Can you ... make a phone call?
Call your client to reschedule your meeting.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Leave and take a message

Vocabulary & Expressions

to leave a message	to tell ... to ...
out of the office	to tell ... (that) ...
away (from one's desk)	to take a message
out of town	to call ... back
(can't) take the call	to give ... a message
to ask ... to

Grammar Items

to (ask / tell) ... (not) to ...
Polite requests with <i>Could</i> ...?

WARM-UP

Could I leave a message for her?
Please ask her to call me back at ...
Please tell her that I have to reschedule our appointment.



My notes

GRAMMAR

Eva? She's away from her desk

Eva is	not available out (of the office) in a meeting on another line not in (the office) at lunch away from her desk	at the moment. right now.	She can't	take your call. come to the phone.
She's	not in out not here away out of town	this week. today.		

- Hello. This is Brian Morgan from GBH. I'd like to speak to Marcia Powers, please.
- I'm sorry, Mr. Morgan. Marcia isn't available right now. Would you like to leave a message?

Ask	her	to call me	at my office.
Tell	him	to give me a call	this afternoon.
	them	to meet me	at the station at 5:00.
Tell	her	(that) the meeting is canceled.	
	him	(that) I'd like to reschedule our trip.	
	them	(that) I can't leave before 7:00.	

- Hi, Paul. Is Richard in?
- No, I'm sorry, Amanda, he's out with a client. May I take a message?
- Please ask him to call me.
- May I speak to Janet Evans?
- She's on another line. May I help you?
- This is Linda Ross. I have a 2:00 appointment with her. Would you tell her that I have to cancel it?

LISTENING



45

Please ask her to call me back

Lisa,

(1) _____ called at 11:30. He can't (2) _____ you on (3) _____. He wants to (4) _____. His cell phone number is (5) _____. He wants you to call him (6) _____.

GRAMMAR

Could you spell your name, please?



Can I have your name?

Can you spell that for me?

Can you give him a message?

Can you tell him I called?

Can you ask her to call me?

Could I have your name?

Could you spell that for me?

Could you give him a message?

Could you tell him I called?

Could you ask her to call me?



My notes

PERFORMANCE

Can you ... leave and take a message?
Call a customer and leave a message.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Give someone a message

Vocabulary & Expressions

to miss a call	while ... (was / were)
yesterday	out
the day before yesterday	Who called? When did ... (call)?
last (week / month / year)	What did ... (want)? to return (a call)
Where (was / were) ...?	

Grammar Items

Simple past tense (irregular) with *to be*. For example: *Yes, I was. No, you weren't.*

Simple past tense (irregular) with *to do*. For example: *Yes, I did. No, you didn't.*

Simple past tense (regular verbs) with *-ed*. For example: *I missed your call yesterday.*

WARM-UP



My notes

VOCABULARY & EXPRESSIONS

Yesterday was the 9th

MON	TUE	WED	THU	FRI	SAT	SUN
7 7:30 <i>yoga</i>	8 6 pm <i>tennis w/ Carla</i>	9	10	11 7:45 <i>Ed and Tina</i>	12	13 7:00 <i>Mary's birthday party</i>

Today is Thursday, October 10th.

Yesterday was Wednesday, the 9th.

The day before yesterday was Tuesday.

October 2nd was **last week**.

Last month was September.

My 35th birthday was **last year**.

GRAMMAR

Were you here yesterday?

TODAY

Where are you?

I am in New York.

I 'm not in Boston.

→

YESTERDAY

Where were you?

→

I was in New York.

I 'wasn't in Boston.

- Was Nathalie out of town yesterday?
- Yes, she was. She was in Paris. Our new client has offices there.

- Were you in the office last week?
- No, I was on vacation. My family and I were at my parent's home in Vancouver.

**Where were you yesterday?**

1. Bill was ____ yesterday.
a. in the office b. away
2. He was in ____.
a. town b. Houston
3. He ____ with Mr. Peterson.
a. was b. is
4. Bill and Mr. Peterson were at ____.
a. a restaurant b. a client's office
5. They were there from ____ to ____.
a. 10:00 a.m. / 8:00 p.m. b. 8:00 a.m. / 10:00 p.m.
6. They're going back next ____.
a. month b. week

GRAMMAR**I missed her call**

Greg was out of the office from 10:00 a.m. to 2:00 p.m. Between 10:00 a.m. and 2:00 p.m., three people called.

- Three people called while he was out.
- He missed three calls.

- Any messages?
- Yes, Jack called about half an hour ago.
- Any calls while I was out?
- Pat called you back.
- Great. I can call her now.
- Amy called.
- What did she want?
- She'd like to see you next week.

PERFORMANCE

Can you ... give someone a message?

A client called for your boss. Give your boss the message.

Notes:

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Return a call

Vocabulary & Expressions

I'm sorry I missed your call.	Thanks for calling me back.
I'm returning your call.	unavailable
Thanks for returning my call.	Why don't we say (2:00 p.m. on Tuesday)?

Language Focus

Simple past tense (regular verbs) with *-ed* (*cont.*)
Telephone expressions

WARM-UP



I'm sorry I missed your call. I was in a meeting all morning



My notes

GRAMMAR

What did you do?

I	called him.	I	call him.
You	returned my call.	You	return my call.
He	missed a call.	He	miss any calls.
She	answered the phone.	She	answer the phone.
We	scheduled an appointment.	We	schedule any appointments.
They	canceled the meeting.	They	cancel the meeting.

- Who called? – Who scheduled the appointment?
– Janice did. – Mr. and Mrs. Parker did.
– Who canceled the meeting?
– You did.

What did they do?

Example: – When did Bill work? – He worked yesterday. (*work*)

1. – What _____ Janet _____ yesterday? – She _____ her clients' calls. (*do / return*)
2. – How many people _____ you _____ last week? – I _____ twenty people. (*call*)
3. – _____ you _____ my question? – No, I _____. (*answer*)
4. – Who _____ the meeting? – Scott _____. (*cancel*)
5. – Who _____ Mr. Barber _____ to? – He _____ to his wife. (*talk*)
6. – _____ I _____ any calls? – Yes, you _____. (*miss*)



My notes

READING

Thanks for returning my call

- Lisa Williams.
- Hello, Lisa. This is Omar Brown, from VGAS International. I'm sorry I missed your call yesterday. I was out of town.
- Oh, hello Omar. Thanks for returning my call. I'm sorry, but could we reschedule our meeting? I'm not available next week.
- Sure, that's not a problem. How about the week after?
- I'm free on Tuesday and Wednesday afternoon.
- All right. Why don't we say Tuesday at 2:00?
- Perfect. See you on Tuesday, Omar.
- See you then. Goodbye.



LISTENING



47 • 48 • 49

Sorry I missed your call



A. Steven _____ Mark's call yesterday because he _____ out of the office. Mark _____ to talk to him about a new sales strategy.

B. Ken Sullivan _____ Mike Madsen this morning. Mr. Madsen _____ at the new sales software last week. He _____ a presentation for next Monday, and he _____ Ken to join them.

C. Susan just _____ to the CEO of GenTek. She _____ him the project documents.

PERFORMANCE

Can you ... return a call?

You missed a call from a customer. Call him / her back.

Notes:

ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Ask and say where places are

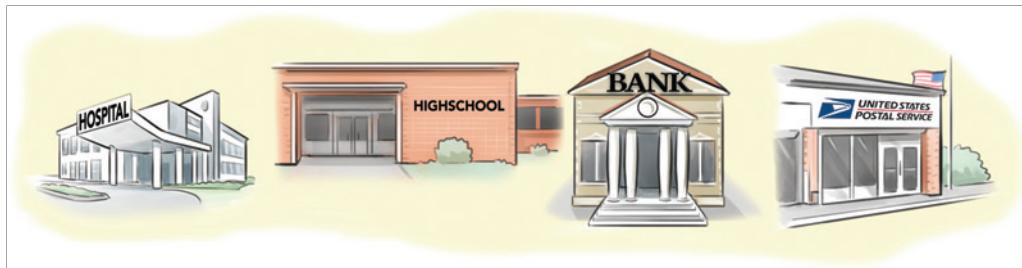
Vocabulary & Expressions

place	What street is ... on?
hotel	corner
office building	on the corner (of)
train station	in front of
police station	behind
museum	across from (<i>opposite UK</i>)
park	between
car	around here
bus	far (from here)
taxi	there's one ...
bus stop	(there's) another one ...
taxi stand	at + <i>address</i>
to wait (for)	nearby
on (<i>in UK</i>) + <i>street</i>	

Grammar Items

Prepositions of place
Indefinite pronoun *one*

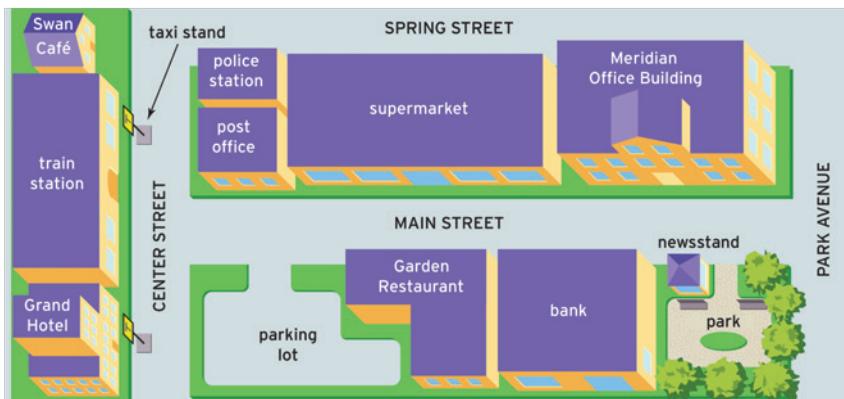
WARM-UP



- Excuse me. Is there a bank on this street?
- Yes, there's one at 269 Main Street.
- Where's the post office?
- It's across from the train station.

VOCABULARY & EXPRESSIONS

What street is the post office on?



The post office is on Main Street. It's on the corner of Center Street and Main Street.

Where's the taxi stand?



The taxi stand is **in front of** the train station.

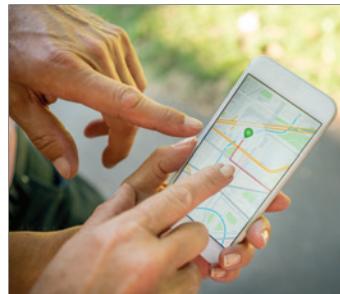
Our office is **across from** the bank.

The bank is **between** the restaurant and the park.

GRAMMAR

Is there a bank near here?

- Is there a bank near here?
- Yes, there's one on Elm Street, behind the post office. There's one at 106 Elm Street.
- Excuse me. Are there any restaurants around here?
- Yes, there's one on Main Street and another one on Center Street.



on Main Street, across from
in High Street, opposite

LISTENING



50 • 51 • 52 • 53 • 54

Where is it?

1. The Lone Star Restaurant is _____ Pacific and State Streets, behind the hotel.
2. There is a taxi stand _____ the train station.
3. The Stanton Hotel is _____ from Market Street. It's _____ the airport.
4. There is a bookstore _____ the supermarket on Main Street.
5. The Gardner Museum is _____ the park on Fifth Street.

PERFORMANCE

Can you ... ask and say where places are?

1. A person is looking for your office. Tell him / her where it is.
2. You are looking for Fermont's office. Ask where it is.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Ask for and give directions

Vocabulary & Expressions

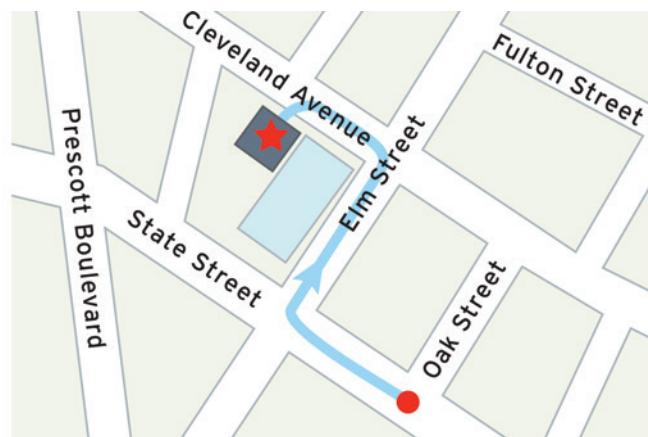
to give directions	How do I get there?
right	to take (a taxi / the bus)
left	to park
on the (right / left)	block
straight ahead	to go past ...
to turn	until you see ...
to go (straight (ahead))	How far is it ...?
to go straight ahead (to + <i>street name</i>)	floor (of a building) (<i>extension activity</i>)
(traffic) light	(to go) up / down (<i>extension activity</i>)
at the (light)	to take (the elevator / the stairs) (<i>extension activity</i>)
I'm looking for ...	
How do I get to ...?	

Grammar Items

Imperatives. For example: *Turn right. Don't turn left.*

Adverbs of sequence. For example: *first, (and) then, again, after that.*

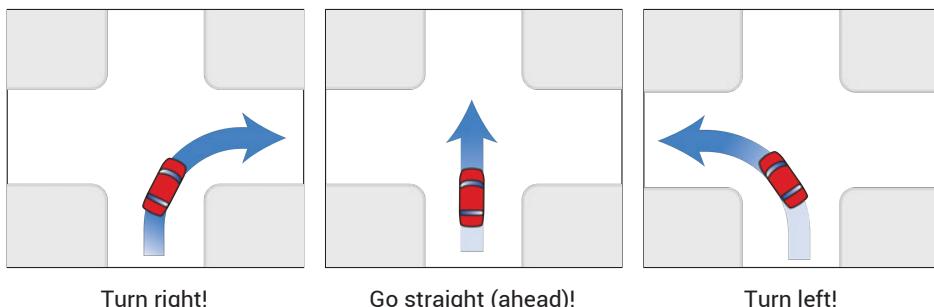
WARM-UP



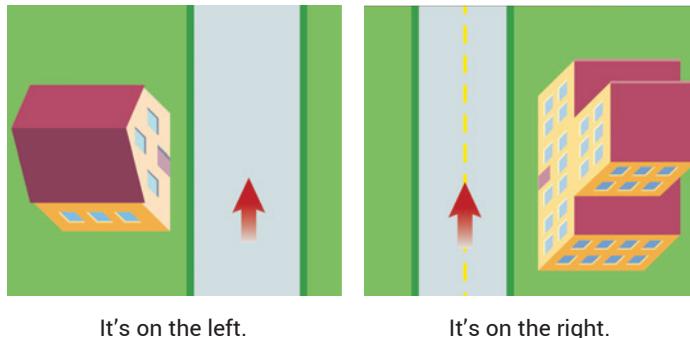
Go straight ahead. Turn right at the first corner. Turn left at the next corner.

VOCABULARY & EXPRESSIONS

How do I get to their office?



- Excuse me. How do I get to Fermont?
- Go straight on Franklin Avenue to Edgewater Street and turn right. Their building is on Edgewater Street.



- Is it on the left or on the right?
- It's on the left, across from the Garden Plaza mall.

GRAMMAR

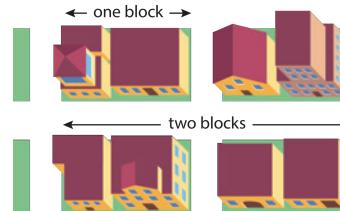
Turn right at the light

- Do I turn right or left at the light?
- **Turn left.** **Don't turn** right.
- Can I take the subway to work?
- **Don't take** the subway. **Take** a taxi.
- Do I turn or go straight?
- **Go straight.** **Don't turn** right or left.
- Can we park here?
- **Don't park** there. **Park** behind the bank.

Go two blocks and then turn right

First, go straight ahead for two blocks, until you see a post office on your right. Then turn left, and then walk past the theater. The park is on your left on the corner of First Street and Lincoln Boulevard.

- How do you get from _____ to _____ ?
- First _____



My notes

PERFORMANCE

- Hello?
- Hello, Kim, it's Alvin. I'm on Market Street. Where is your office?
- Do you see the hotel next to the post office?
- Yes, I see it.
- Walk past the hotel, then turn right. Go straight ahead for two blocks until you see a small café on the left. My office is in the building next to the café. I'm on the first floor.
- Thank you!



Can you ... ask for and give directions?

Give a taxi driver directions to your office building.

Notes:



My notes



EXTRA

FYI

Asking for and giving directions in a building

- Excuse me, I'm looking for Room 308.
- It's on the 3rd floor. Take the stairs and go up two floors. Room 308 is the fourth door on the right.
- Thank you very much. Where are the stairs?
- Go straight ahead, open the yellow door, and turn left.
- Thank you.
- You're welcome.



ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Say where you are going and how

Vocabulary & Expressions

to get around	to walk
train	the same
plane	different
bicycle	How ... getting to ...?
bike	trip
to go by (train)	to go on a trip
to go on foot	vacation (<i>holiday UK</i>)
to fly	to go on vacation (<i>holiday UK</i>)
to drive	
to bike	fare (<i>extension activity</i>)

Language Focus

to go on ...

to go by ...

Prepositions of motion: to get on, to get off,
to get in(to), to get out (of)

WARM-UP

- Are you going on a business trip?
- Yes, I am.
- Where are you going?
- I'm going to Florida.
- How are you getting there?
- I'm flying.
- Have a good trip!

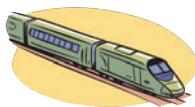


My notes

VOCABULARY & EXPRESSIONS

Are you going by train?

I'm going by ... / I'm taking a ...



train



bus



subway



taxi

We're going ... / We're ...



by plane / flying



by car / driving



by bicycle / biking



on foot / walking

to get on or to get into?



Bert usually takes the bus to work.

He **gets on** the bus at the stop near his house.

He **gets off** at the stop near his office.

Sometimes Bert takes a taxi to work.

He **gets into** the taxi in front of his house.

He **gets out** of the taxi in front of his office.

LISTENING

55 • 56 • 57 • 58

How are they getting there?

A.

- Where are you going?
 - _____.
 - Are you going _____?
 - No, I'm

B.

- Are you going to _____ ?
 - Yes, I am.
 - How are you _____ ?
 - I'm _____ .

C.

- Where are you going?
 - We're going to Santa Fe.
 - Are you _____?
 - No, we're _____?

D-

- How do you get _____ ?
 - I usually _____ .
 - Every day?
 - No, sometimes I _____ .

VOCABULARY & EXPRESSIONS

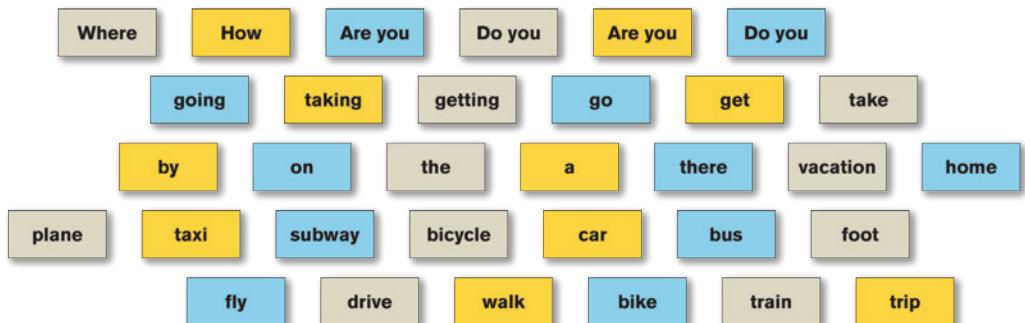
I usually go by train

Example: Do you ever *go* to Madrid on business trips?

1. Eric always _____ to work.
a. bikes
 2. Which bus are you _____ for?
b. driving
 3. No, I never take the subway to work. I usually _____ or drive.
c. flying
 4. In July, Frank is _____ to Tokyo on business.
d. go
e. get out
 5. When are you _____ to the airport, Mike?
f. waiting
 6. Driver, can you stop at the next corner? I'd like to _____ here.
g. walk



Your turn!



My notes

PERFORMANCE

Can you ... say where you are going and how?

Tell a colleague where you're going and how you're getting to a meeting in another city.

Notes:

ONLINE PRACTICE



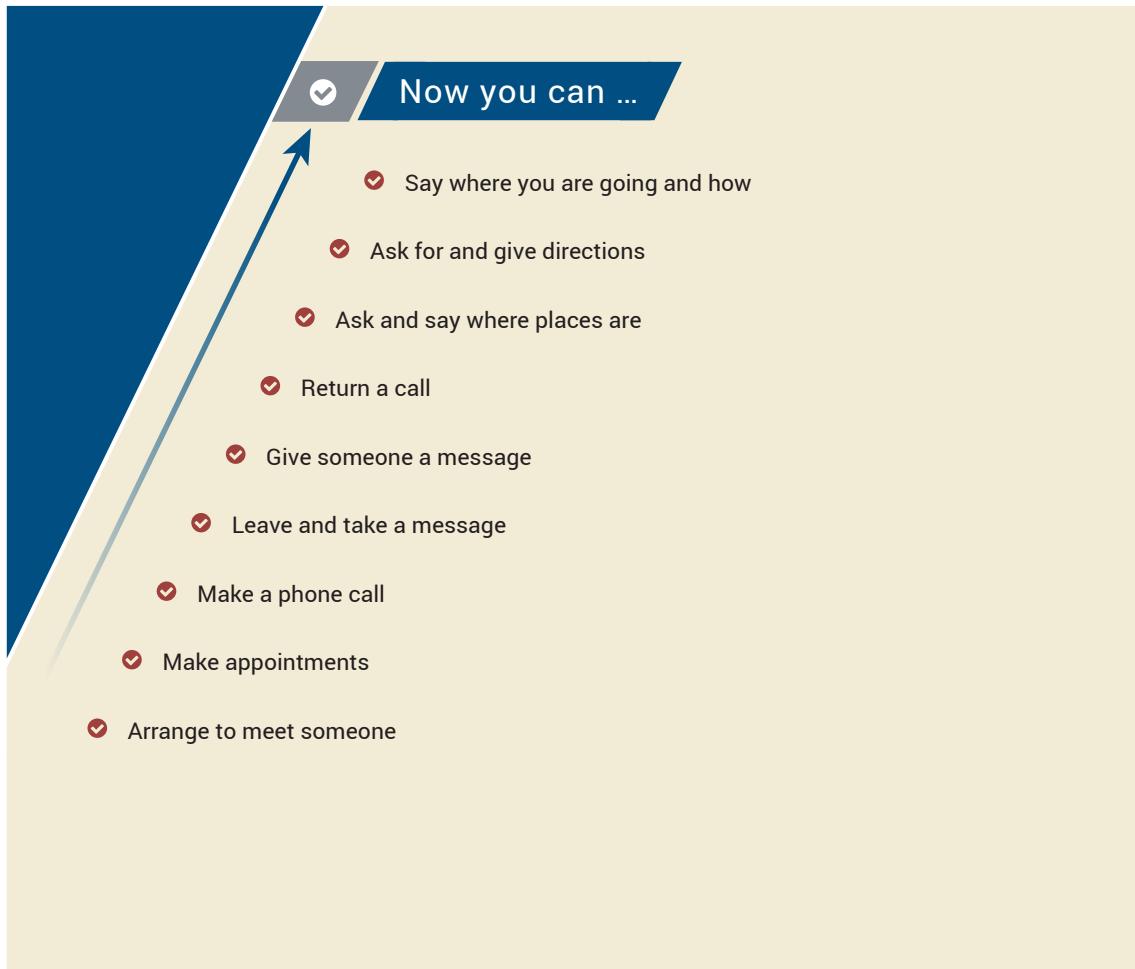
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Review

OBJECTIVES LADDER



PRACTICE

GOAL 21

John is meeting me at the airport

1. I'm not meeting with our clients this week. Are you meeting with ____?
a. him b. them c. they
2. This is Maggie's notebook. Can you give it to ____ , please?
a. she b. he c. her
3. Jeff and I are going to the new café for lunch. Would you like to come with ____ ?
a. me b. them c. us
4. – Do you listen to the radio?
– Yes, I listen to ____ at work.
a. him b. her c. it
5. I'm sorry. Are you speaking to ____ ?
a. I b. my c. me
6. Mr. Bennett's busy right now. Can you call ____ back this afternoon?
a. he b. him c. me

GOAL 22



59

Can we meet?

1. Tom would like to meet with Sandy on Wednesday.
2. He would like to talk about a client.
3. Sandy is working on Wednesday.
4. Tom is busy on Thursday morning.
5. Sandy is free from 3:00 to 4:00 on Thursday afternoon.
6. Tom isn't available at three o'clock.

True False

<input type="radio"/>	<input type="radio"/>

GOAL 23

Can you hold, please?

1. I need to cancel our meeting ____
a. is on the line.
2. I want to make ____
b. an appointment to see Dr. Carruthers.
3. I'm calling ____
c. because I'm going out of town.
4. David, pick up the phone. Ms. Tucker

d. the wrong number.
5. Mr. Bradford is on another line. Can

e. you hold, please?
6. No, this isn't the museum. You have

f. to confirm our appointment.
7. May I ask ____
g. who's calling?

GOAL 24

Can I take a message?

- Mr. Sato: Hello. May I (1) _____ to Elena, please?
Receptionist: I'm sorry. She's not here right now.
Mr. Sato: Could I (2) _____ her a message?
Receptionist: Sure. May I (3) _____ your name?
Mr. Sato: Junichi Sato.
Receptionist: Junichi Sato. And the message?
Mr. Sato: Please (4) _____ her I can't meet her on Tuesday. I need to (5) _____.
Receptionist: OK. Does she have your number?
Mr. Sato: Yes, she does. She can (6) _____ me at work.
Receptionist: All right, I'll (7) _____ her the message, Mr. Sato.
Mr. Sato: Thank you. Bye.

call tell speak reschedule give have leave

GOAL 25

Did you get my message?

Example: Gary is in Toronto this week. → He _____ last week, too.
Gary is in Toronto this week. He **was** in Toronto last week, too.

1. Are you off tomorrow? → _____ yesterday?
2. I'm not in the office today. → _____ the office yesterday.
3. The receptionist usually picks up the phone. → This morning, Mr. Blake _____ the phone.
4. Alex calls his parents every weekend. → He _____ last weekend.
5. Who does she want to talk to? → _____ ?
6. Do you answer questions? → ____ you _____ Linda's question?

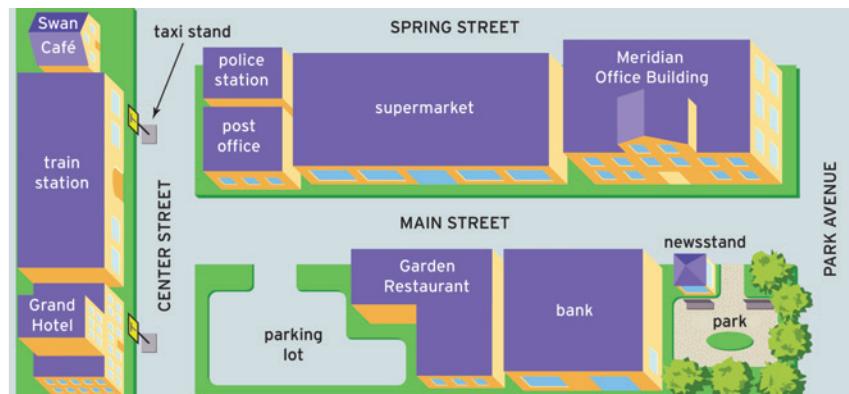
GOAL 26

Please call me back

1. Thanks for ____ me back.
a. call b. calling c. called
2. Ms. Matthews called. She ____ her appointment from Tuesday to Thursday.
a. reschedules b. to reschedule c. rescheduled
3. We ____ see you last week, but we didn't have time.
a. want b. wanted c. wanted to
4. ____ you return Mr. Merriweather's call yesterday?
a. Did b. Do c. Were
5. Ed ____ twelve hours the day before yesterday!
a. works b. worked c. worked to

GOAL 27

This is Greenville



This is Greenville. The train station is (1) _____ the hotel and the café. There are two taxi stands. There is one (2) _____ the hotel and (3) _____ at the train station. There is a parking lot (4) _____ the Garden Restaurant. The supermarket is (5) _____ the restaurant. The post office is (6) _____ Main Street. The police station is (7) _____ the post office; it's on Spring Street. There is a small park in Greenville. It's (8) _____ Main Street and Park Avenue.

another one on the corner of on behind next to across from in front of between

GOAL 28



60

Directions to our office

Here's how to get to our office. After the train station (1) _____ at the corner of Station Road and Chestnut Street, (2) _____ turn right at the light. (3) _____, then turn left onto Grove Street. Go (4) _____ two blocks, (5) _____ turn left onto Fairview Boulevard. Turn right (6) _____. Our office is at 1212 Wilson Terrace. It's the third building (7) _____.

GOAL 29

How are you going to Boston?

1. How do you usually ____ work?
a. get b. get to c. getting to
2. Simon's off next week. He's going ____ vacation.
a. for b. in c. on
3. Mr. Bennett ____ the train to Boston.
a. is taking b. takes c. goes by
4. The sandwich shop is only two blocks from here. We can go ____.
a. on walk b. on foot c. by walk
5. When we're in another city, we usually ____ by taxi.
a. are getting in b. go around c. get around
6. Ms. Fernandez ____ to Houston tomorrow.
a. flies on plane b. is flying c. goes by plane

YOUR TURN!

GOAL 21

Are you free for lunch?

Role A

JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 12:5 meeting	5 lunch with Martin	6	7 11-1 hours
8 movie with friends, 8 pm	9	10	11	12	13	14
15	16	17	18	19	20	21
VACATION						

Today is Monday, June 2nd. You'd like to have lunch or dinner with a friend before you go on vacation. You usually work from nine to five during the week, but you are often free for lunch or dinner. Look at your calendar, and then call your friend and ask him / her out to lunch or dinner.

Role B

JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 guitar class 6:30 pm	2 meeting - 9:11	3	4	5 dinner with client - 7 pm	6	7 "Reps" 7:30 pm
8 vacation 10:45	9 10 BUSINESS TRIP	11	12	13	14	
15 guitar class 6:30 pm	16	17	18	19	20	21

This is your calendar for June. Today is Monday, June 2nd. You work during the week from nine to five, but you are often free for lunch or dinner.

Your phone is ringing. Answer it.

GOAL 22

When are you available?

Role A

You would like to see your accountant next week. Call and make an appointment.

Role B

You are an accountant. You are very busy next week. You are available at these times:

- Monday from 8:00 to 9:00
- Wednesday from 4:00 to 5:00
- Friday from 1:00 to 2:00

Your phone is ringing. Answer it.



My notes

GOAL 23

What time is good for you?

Role A

You are an architect at a large European company. You are going to London on September 20th. You are staying there for three days. You have appointments in the morning on September 20th, 21st, and 22nd. You would like to see your client, David Carter, at Emblem PLC on September 21st in the afternoon.

Call his office and make an appointment.

Role B

You work at Emblem PLC in London. You are an assistant to the sales director. The sales director, David Carter, is in a meeting now, but you have his schedule.

Mr. Carter's phone is ringing. Answer it.

Mon, 19 Sept	Tue, 20 Sept	Wed, 21 Sept	Thu, 22 Sept	Fri 23 Sept
10:00 a.m. Sales meeting	9:00 a.m. conference call - northern division	flight to Frankfurt BA0910 - 3:10 p.m.	9:30 a.m. Rolland Fischer sales report	management meetings 8:30 - 3:00
			10:30 a.m. Elke Bauer sales report	return flight BA0909 - 6:35 p.m. 2:00 p.m. mtg marketing team



My notes

GOAL 24

Is the doctor in?

Role A

You are a sales rep for BioMed Labs. You want to speak with a client, Dr. Walker, today. Your cell phone number is 312-555-0107.

Call his office.

Role B

You are the receptionist at Dr. Walker's office. You take messages and make appointments for Dr. Walker. Dr. Walker is in a meeting now, and he is leaving the office after the meeting. He's back in the office tomorrow.

The phone is ringing. Answer it.

GOAL 25

Were there any messages for me?

Role A

You were in a meeting from 10:00 to 11:00. A colleague answered your phone while you were in the meeting. Ask if there are any messages.

Role B

Your colleague was in a meeting from 10:00 to 11:00. You answered your colleague's phone while he / she was in the meeting. Give your colleague these messages:

- 10:15 Mr. Buchanan / call him back / 302-555-0181
- 10:40 Mike / canceled lunch / needs to see dentist
- 10:55 Clarissa Weber / appointment / 555-0159

GOAL 26

Sorry I missed your call

Role A

You want to go out to lunch with a friend this week. You called, but your friend's phone was on voicemail. You didn't leave a message.

Role B

You were on the subway and didn't hear your phone ring. You see there was a call from your friend, but he / she didn't leave a message.

Call your friend back.

GOAL 27

What's nearby?

Tell a classmate where these places are near you.

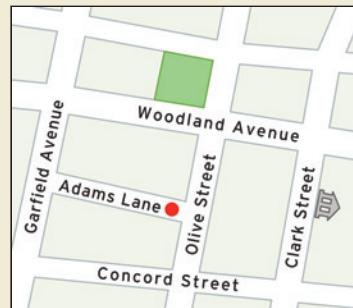
- restaurant _____
- bank _____
- taxi stand _____
- hotel _____
- supermarket _____

GOAL 28

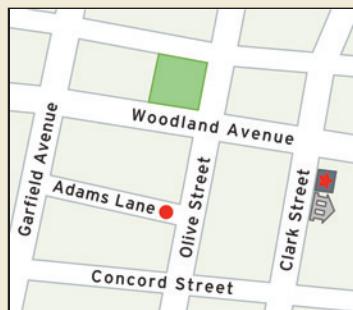
Can you give me directions?

Role A

You are on Adams Lane. You are looking for Sterling Products' office. You don't know their address, but you know their building is near Adams Lane. Ask for directions.



Role B



You are on Adams Lane. There is a park on Woodland Avenue. There is a good restaurant (Bella's Restaurant) on the corner of Olive Street and Concord Street. You work in a nearby office building. It's on Clarke Street, next to the museum. Sterling Products is in the same building.



My notes

GOAL 29

Ask a colleague about a (business) trip he / she is going on. Ask how he / she is getting there.

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In this lesson you will ...

Talk about prices

Vocabulary & Expressions

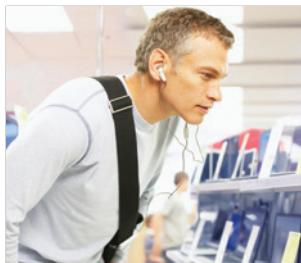
to shop (for)	package (of paper)
price	paper clip
price tag	box
electronics store	scissors
office supply store	a pair of (scissors / glasses)
to sell	to cost
clothes	How much ... cost?
sales clerk (shop assistant)	expensive
<i>numbers 101–1,000,000</i>	cheap
wallet	very / not (expensive)
money	gold
dollars, cents	silver
pounds, pence	to look (at)
euros, cents	

Grammar Items

How much is ...?
How much are ...?
the ... one(s)
Which one(s)?
Quantifiers. For example: <i>a lot, many, a few, a little, much, not any</i>
many vs. much

WARM-UP

What are they shopping for?



VOCABULARY & EXPRESSIONS

Saying prices

100 cents (¢) = 1 dollar (\$) 100 pence (p) = 1 pound (£) 100 euro cents = 1 euro (€)

\$5.95	= five dollars and ninety-five cents or five ninety-five
£19.25	= nineteen pounds and twenty-five pence or nineteen twenty-five
€101	= a hundred and one euros
\$500	= five hundred dollars
£1,000	= one thousand pounds or a thousand pounds
€10,000	= ten thousand euros
\$1,000,000	= one million dollars or a million dollars

Your turn!

\$1.99	£109.10	€16.50
\$0.73	£1,999.00	€10,500.00
\$25.00	£500.00	€737.80

Slang terms for currency



A package or a box of paper?



a package of paper



a box of colored paper clips



a pair of scissors

GRAMMAR

How much is it?

How much	is	the printer paper? a box of paper clips? this pair of scissors? a package of pens?	How much	are	those boxes of paper? the paperclips? these scissors? the red pens?
-------------	----	---	-------------	-----	--

- | | | |
|-------------------------------------|---|--|
| – How much is it?
– It's €89.25. | – How much are the calendars?
– They're £20. | – How much are they?
– They're \$29.99. |
|-------------------------------------|---|--|

Which one?



- | | |
|---|---|
| – How much does that
briefcase cost?
– Which one?
– The black one.
– It's \$690.
– Oh, that's expensive. | – How much do those pens
cost?
– Which ones? The gold ones?
– No, the silver ones.
– They're \$30.
– Oh, that's not expensive at
all. |
|---|---|

How much paper would you like?

How many ...?

a lot of paper clips
a few hours
not many cups of coffee
 people

How much ...?

a lot of paper
a little time
not much coffee
 money

- How many calendars is Steve buying?
- Thirty.
- That's a lot of calendars!

- How many calendars do you buy every year?
- Not many. Just one or two.

- How much paper is Ellen buying?
- Fifty packages.
- Why so much?

- How much paper do you have?
- Not much. I only have ten or fifteen sheets.

PERFORMANCE

Customer

You are at an office supply store, looking for things for your office.

You are looking for:

- paper clips
- printer paper
- pens
- _____
- _____

Ask the store clerk about prices.

Sales clerk

You work in an office supply store. Here are some of your prices:

paper clips, silver	200 / box	4.99
paper clips, colored	200 / box	7.99
printer paper, 1 package	500 sheets / package	11.45
printer paper, 1 box	5 packages / box	46.05
pens, black	12 pens / box	6.74
pens, blue	12 pens / box	8.99
pens, red	12 pens / box	7.49

There is a customer in your store. Answer the customer's questions.



My notes

EXTRA**CONSOLIDATE & APPLY**

61 • 62

How much is it?

1. (A.) The white sunglasses cost ____.
a. \$30 b. \$13 c. \$39

2. The gray ones cost ____.
a. \$45 b. \$170 c. \$107

3. (B.) The man is ____ a watch.
a. selling b. buying c. looking at

4. It isn't ____.
a. expensive b. much c. cheap

ONLINE PRACTICE

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English 1 Business

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In this lesson you will ...

Compare items

Vocabulary & Expressions

to compare	far (from)
large	too far
long	excellent
comfortable	(TV) screen
better (than)	size
bad	a little (small)
worse (than)	

Grammar Item

Comparatives with *-er ... than* and *more / less ... than*.

WARM-UP



GRAMMAR

Which ones are cheaper?

long	longer			
short	shorter			
big	bigger			
small	smaller	than...	more	expensive
cheap	cheaper		less	comfortable
old	older			interesting
young	younger			boring
good	better	than...		than...
bad	worse			

- These printers are cheaper than those.
- Yes, but those printers are better than these.
- A tablet is more expensive than a smart phone.
- Yes, but it's less expensive than a laptop.

Is your new office bigger or smaller?

1. Our new office is great. It's a lot _____ than our old office. (*large*)
2. This supplier is _____ than the one we usually use. (*cheap*)
3. This year's prices are _____ than the last year's prices. (*bad*)
4. Buy this monitor. It's _____ than than that one, and it's a _____ price, too. (*big / good*)

more or less?

1. We'd like these desk chairs. They're _____ comfortable than those.
2. A package of paper is _____ expensive than a box of paper.
3. Sterling's presentation was _____ interesting than ETI's.

EXTRA

LISTENING 63 • 64

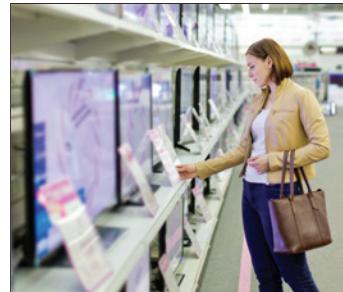
Is it more expensive?

1. The Office Exchange is on Walnut Street. That's _____ for the man.
The other store is _____, but it's _____.
2. John thinks Stella is _____ than Antonio's. Stella isn't _____, but it's
_____ than Antonio's.

READING

What size is better?

- Can I help you?
- Yes, I'm looking for a Smart TV for our company's conference room.
- Do you know what size you want?
- Not really. Right now, we have a 55-inch TV, but we'd like a bigger one.
- How far do people sit from the screen?
- About 10 to 12 feet.
- Then a 55-inch TV is a little small. A 72" or 80" TV is a better size for you.
- I like this one. How much is it?
- It's €1600.
- That's a little expensive. Do you have any for less than €800?
- Sure. This one here is an excellent TV, and it's only €650.



Tip!

1 inch (1") ≈ 2.5 cm
1 meter ≈ 3 feet (3' = 36 in.)



meter



metre



My notes

PERFORMANCE

Can you ... compare items?

Your company would like to buy tablets for its employees.

Compare tablets in an electronics store.

Notes:



ONLINE PRACTICE



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In this lesson you will ...

Make a purchase

Vocabulary & Expressions

purchase (<i>n., v.</i>)	free
fast	I'll take it!
slow	How would you like to pay?
shelf	Do you take credit cards?
shelves	Which credit cards do you take?
cash	major credit cards
credit card	to take all major credit cards
debit card	percentage (<i>extension activity</i>)
bank transfer	goods (<i>extension activity</i>)
to pay for	services (<i>extension activity</i>)
to pay cash	receipt
change (= <i>money back</i>)	GST (Goods and Services Tax) (<i>extension activity</i>)
receipt	VAT (Value Added Tax) (<i>extension activity</i>)
to pay (with, by)	sales tax (<i>extension activity</i>)
each	to add (<i>extension activity</i>)
tax	
included	
to deliver	
delivery	

Grammar Item

not (big) enough vs. (big) enough vs. too (big)



My notes

WARM-UP

Office warehouse

Weekly Web Special

Free pen set with every order!



Premium copy
paper \$3.99!

[ADD TO CART](#)



Office furniture
20% off!

[ADD TO CART](#)



Save \$150 on
NuTek Copiers!

[ADD TO CART](#)

GRAMMAR

It's not fast enough!



This monitor is too small.
It isn't big enough.



This printer is too slow.
It isn't fast enough.



These shelves are too short.
They aren't long enough.

Is it big enough?

1. Marcy wants a printer that prints 50 pages per minute. The one she's looking at prints 30 pages per minute. The printer she's looking at is _____ / _____.
2. Lars needs to buy a conference table that's 10 feet (305 cm) long. The one he's looking at is 8 feet (244 cm) long. The table he's looking at is _____ / _____.
3. We are looking for filing cabinets with three drawers. The ones at the office supply store have two drawers. The filing cabinets at the store are _____ / _____.

VOCABULARY & EXPRESSIONS

How do you pay for purchases?

- cash
- credit card
- debit card
- bank transfer
- _____



1. I pay cash for _____ and _____.
2. I pay for _____ and _____ with a credit card.
3. I use _____.
4. I don't use _____.

READING

Is tax included?

- I'd like to ask some questions about your product, the HT-74.
- OK. What would you like to know?
- First, the price. How much do they cost?
- They're \$85 each.
- Is tax included in the price?
- No, I'm sorry. Tax is not included.
- And delivery?
- That's free. And we usually deliver in five to ten days.
- That's good! I see this one here is black. Do you have it in other colors?
- Yes. The HT-74S is silver.
- Can we pay by bank transfer?
- Of course.
- OK. I would like to order ten silver ones...the HT-74S.



USEFUL EXPRESSIONS

I'll take it!



- I'd like to pay for these.
- How would you like to pay?
- I'd like to pay cash.
- That's \$19.75.
- Here you are.
- Thank you. Here's your change and your receipt.

- Would you like to see something else?
- No. I like this one. I'll take it!
- How would you like to pay?
- Do you take credit cards?
- Of course. We take all major credit cards.



PERFORMANCE

Situation 1

What kinds of products do you need for work?
Go to a store to make your purchase.

Situation 2

What kinds of products or services does your company use?
Call a supplier to ask questions and make your purchase.



My notes

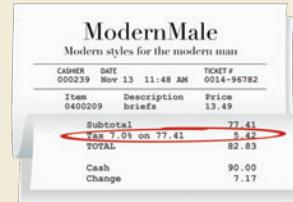
**EXTRA**

Culture Corner

Does the price include tax?

In Australia and New Zealand, the price of many things people buy includes the GST (Goods and Services Tax). In the UK, the price includes the VAT (Value Added Tax).

But in Canada and the US, the price doesn't include a tax. There, many places add a tax (GST in Canada or sales tax in the US) when you buy an item. The percentage (%) they add can change from city to city or state to state.



ONLINE PRACTICE



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English 1 Business

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In this lesson you will ...

Talk about attire

Vocabulary & Expressions

to wear	dress (shoes, shirt)
business attire	T-shirt
uniform	sneakers (<i>trainers UK</i>)
shirt	to dress
dress	formal
skirt	formally
blouse	casual
jacket	casually
sweater	smart casual
belt	dress code
tie	dark
socks	light
gloves	(dark- / light-) colored (<i>coloured UK</i>)
pants (<i>trousers UK</i>)	solid
suit	striped
hat	dotted
cap	knee
scarf	knee-length
jeans	sleeve
stockings (<i>tights UK</i>)	heels (<i>type of shoe</i>)

Grammar Item

Modal *can* (permission). For example: *Can I go on vacation next week?*



My notes

WARM-UP

What are they wearing?



VOCABULARY & EXPRESSIONS

What do you wear to work?

- | | | | |
|----------------------------------|----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> hat | <input type="checkbox"/> shirt | <input type="checkbox"/> pants | <input type="checkbox"/> belt |
| <input type="checkbox"/> cap | <input type="checkbox"/> blouse | <input type="checkbox"/> jeans | <input type="checkbox"/> socks |
| <input type="checkbox"/> suit | <input type="checkbox"/> T-shirt | <input type="checkbox"/> skirt | <input type="checkbox"/> stockings |
| <input type="checkbox"/> uniform | <input type="checkbox"/> tie | <input type="checkbox"/> dress | <input type="checkbox"/> shoes |
| <input type="checkbox"/> jacket | <input type="checkbox"/> scarf | <input type="checkbox"/> gloves | <input type="checkbox"/> sneakers |

Tip!



	
pants	trousers
stockings	tights
sneakers	trainers

GRAMMAR

Can we do that?

- Can we wear jeans in the office?
- Yes, we can.
- No, we can't.

- **Is it OK** to wear jeans in the office?
- **It's OK** to wear jeans in the office.
- **It's not OK** to wear jeans in the office.

- Can I work from home on Friday?
- Yes, you can, but call me in the afternoon.

- Can I go on vacation next week?
- I'm sorry, you can't. We need you here.

READING

What's their dress code?

Men



- Dark, solid suit in black, dark blue, or dark gray
- White or light-colored shirt
- Solid, striped, or dotted tie
- Black or dark brown dress shoes
- Belt (same color as shoes)
- Dark-colored socks

Women

- Dark-colored suit with knee-length skirt
- White or light-colored blouse with sleeves
- Dark-colored shoes with 2"-3" (5 cm-7 cm) heels
- Stockings



PERFORMANCE

Can you ... talk about attire?
Tell a new colleague about your company's dress code.

Notes:

EXTRA

ONLINE PRACTICE



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In this lesson you will ...

Describe the weather

Vocabulary & Expressions

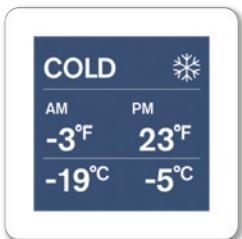
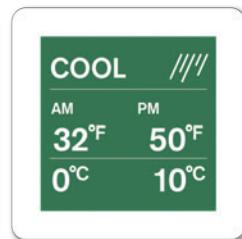
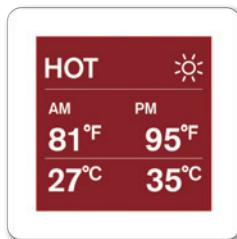
sunny	What's the temperature?
rainy	high (= maximum)
snowy	low (= minimum)
weather	the (high / low) (temperature)
cloudy	minus ... degrees
windy	How (hot / cold) ...?
to rain	How's the weather in ...?
raining	How (is / was) the weather?
to snow	weather report
snowing	weather forecast
hot	What does it say?
cold	It says ...
warm	They say ...
cool	
degrees (°C / °F)	

Language Focus

What's the weather like?
It's (sunny).
The temperature is ...

WARM-UP

The weather is ...



LANGUAGE FOCUS

What's the weather like today?



It's raining.



It's snowing.



It's sunny.



It's windy.



It's cloudy.

- What's the weather like today?
- It's sunny.
- Look outside. Is it raining?
- No, it's not raining.
- It's snowing.
- What's the weather like here in March?
- It's usually rainy and windy.

Tip!



rainy / snowy = usual weather

→ April is a rainy month.

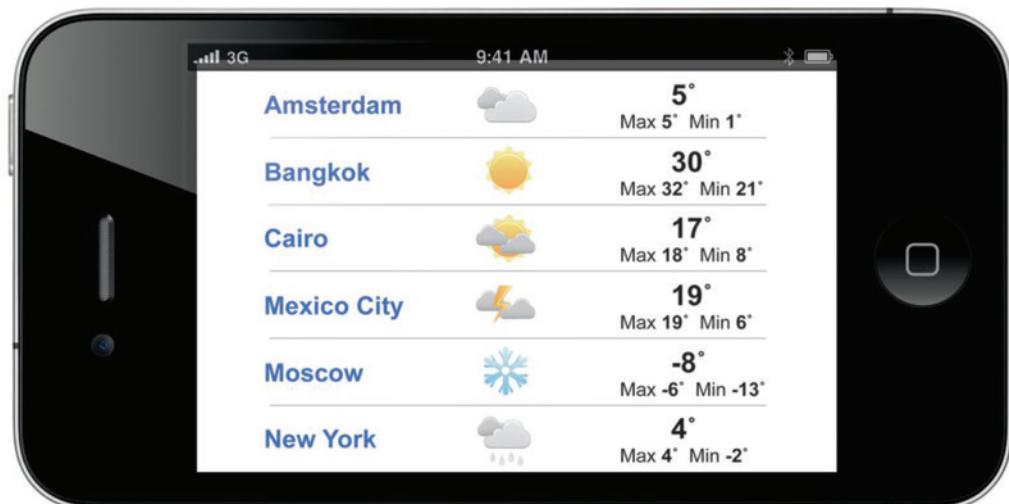
→ January is a snowy month.

raining / snowing = weather now

→ It's raining / snowing now.

VOCABULARY & EXPRESSIONS

How's the weather?



- I was in London on business last Monday.
- How was the weather?
- It was rainy and cool. The high temperature was only 10°.
- Fahrenheit?!
- No, Celsius. That's 50°F.
- And how was the trip?
- Good.
- Hi Noriko! How's the weather in Tokyo?
- It's very hot.
- How hot is it?
- Well, the low this morning was 30°C / 86°F.
- And now?
- It's 37°C. / It's 98°F.
- Wow! That is hot!



°F = degrees Fahrenheit
°C = degrees Celsius
-5° = minus five degrees / five degrees below (zero)

**How hot is it?**

1. Today, the weather in Toronto is _____ and _____. The temperature is _____.
2. In Orlando, the temperature is _____ today. The weather is _____ and _____.

And now for the weather ...

Good morning to all our listeners! It's a beautiful summer day here in Millersville. The sun is shining and the sky is blue. There is no rain in the forecast. The temperature is a warm seventy-five degrees right now, with a high of eighty-five degrees later this afternoon. The forecast for the weekend looks nice, too. That's our weather for today. Have a great day.

**My notes**

PERFORMANCE

Can you ... describe the weather?

Tell a colleague about the weather during your last business trip.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Say what you like to do

Vocabulary & Expressions

spring	to ski
summer	to swim
fall / autumn	to sail
winter	to run
season	to go (skiing)
tennis	(ice) skating
to play (tennis)	snowboarding
soccer (<i>football</i> UK)	to like to ...
golf	What do you like to do?
sport	in the (rain / snow)
to golf	together (with)

Grammar Items

Time expressions. For example: *in + season*.
too (= *also*), not either

WARM-UP

What's your favorite season?

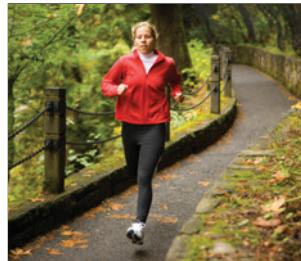


spring

What do you like to do then?



summer



fall / autumn



winter

VOCABULARY & EXPRESSIONS

What's your favorite season?

- When do you go on vacation?
- In summer, usually. But we're very busy at the office now — I can't go on vacation until October.
- I don't like winter.
- Why not?
- It's cold, cloudy, and gray. And you?
- Spring is my favorite season.

What do you like to do ...

... in winter?



go skiing



go (ice) skating



play tennis

... in spring and summer?



play soccer (US)
/ football (UK)



play golf



go snowboarding



go running



go swimming



go sailing



My notes

GRAMMAR

I like to ski, too!

- I like to ski.
- I like to ski, too. / I do, too.
- I don't like football.
- I don't like it, either. / I don't, either.
- I'm not playing tennis this weekend.
- I'm not, either.

Examples: Peter likes to go swimming. (*Jane +*) → **Jane does, too.**

Kim isn't playing soccer. (*I -*) → **I'm not, either.**

1. I didn't go skiing last winter. (*Paul -*)

→ _____

2. The Watsons are going to Athens in spring. (*the Fishers +*)

→ _____

3. Mark doesn't like to play golf. (*Beth -*)

→ _____

4. We don't travel much in the winter. (*we -*)

→ _____

5. Sandra likes hot and sunny weather. (*her children +*)

→ _____

6. Henry is not running this weekend. (*I -*)

→ _____

READING

I like to go biking on weekends



Jason: What do you like to do on weekends, Angela?

Angela: Now, in winter, we like to go ice-skating. We go skating almost every weekend. And what about you? What do you like to do on weekends?

Jason: Well, I don't like winter very much. It's too cold for me. But in spring and summer, I like to go biking.

Angela: Really? I do, too! Maybe we can go biking together in spring?

Jason: OK, I'd like that!

PERFORMANCE

Can you ... say what you like to do?
Tell your colleague what you like to do on weekends.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Make plans to go out with colleagues

Vocabulary & Expressions

to go out	to stay home
to make plans	to go out to eat
in the (mountains / ocean / country(side))	picnic
drive (n.)	team-building event
walk (n.)	concert
bike ride	play (n.)
I'd love to!	festival
I'm sorry. I can't.	instead
That's too bad.	to change
	a change in plans

Grammar Items

to go for (a drive, a walk, a bike ride)
to go on (a picnic, a trip)
to go to (a team-building event, the movies, a concert, a play, a festival)

WARM-UP

Riverside - *July Calendar of Events*



Summer Jazz Festival and Picnic in the Park

Saturdays from noon to 5 pm.
Park opens at 11 am.

[>> Click here for more info.](#)



Riverside Annual 10k Race

July 17 - Race starts at 8 am in front of City Hall.

[>> Click here for race info and registration.](#)



Summer Concert Series

Walford Auditorium.
Fridays at 8 pm.
Doors open at 7:30.
Tickets & information, call:
1-800-WAL-FORD.



LANGUAGE FOCUS

Do you want to go for a walk?



go for a drive



go for a walk



go for a bike ride



go out to eat



go to a team-building event

- Would you like to go out to eat this evening after the meeting? Mike and Ana are coming, too.
- Yes, great. There are some good restaurants downtown.
- Are you free on Saturday?
- Not this Saturday. My department is going to a team-building event.
- Well, have a good time ... and tell me about it when you get back.

Do you like tennis?

- Do you like sailing?
- Yes, I do, very much.
- Would you like to go sailing with us on Saturday?
- I'd love to!
- Great.
- Do you like tennis?
- Yes, I do.
- Would you like to go to a tennis match on Saturday?
- I'm sorry. I can't. I'm working on Saturday.
- That's too bad.

READING

Let's go out to eat!

- a .
I know the team would like to go out together. What can we do instead? _____
- b .
We need to cancel the team picnic this weekend. _____
- c .
And our team loves to eat! We can meet there for lunch. _____
- d .
Really? Why? _____
- e .
Let's go out to eat. There's that new all-you-can-eat restaurant on Park Road. _____
- f .
Did you see the weather forecast? Cool and rainy all weekend. _____
- g .
Sounds great. I'll call the team to tell them about the change in plans. _____
- h .
Well, we can't go on a picnic in the rain. _____

PERFORMANCE

Can you ... make plans with your colleagues to go out?
Call your colleague and make plans to go out on Sunday.

Notes:

ONLINE PRACTICE



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In this lesson you will ...

Describe plans for your free time on a business trip

Vocabulary & Expressions

Nothing is open.

Everything is closed.

There's nothing to do.

to go away for the weekend

to do some shopping

to go sightseeing

Language Focus

Indefinite pronouns: *anything, something, nothing, everything*

Time expressions: *in + (number) hour(s), for + (number) day(s)*

WARM-UP

SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18	19	20 6:30 a.m. leave for Orlando	21 Orlando
22 8:00 pm return from Orlando	23	24	25	26	27	28
			business trip - Seattle			



My notes

LANGUAGE FOCUS

There's nothing to do!

Are you doing **anything** tomorrow?

Yes, I'm doing **something** with Paul and Melissa.
No, I'm not doing **anything**.

What are you doing Friday night?

Nothing. How about you?
I'm not doing **anything**.

Are you going shopping tomorrow?

I can't. **Everything** is closed.
No, I'm not. **Nothing** is open.

- Are you doing anything after the meeting?
- No, I'm not doing anything. Why?
- Would you like to go to a concert?
- I'd love to.

- Let's go shopping.
- We can't. Everything is closed today.
- I'd like to do something.
- OK. Let's go for a bike ride.

- Would you like to do something this afternoon?
- That would be great. What do you want to do?
- How about going to the new art museum?
- Sounds great!

- I have nothing to do this weekend.
- Would you like to do something with us?
- Sure. What do you want to do?
- Let's go dancing.



My notes

What are you doing this weekend?

1. Are you doing ____ tomorrow?
a. anything b. nothing
2. Isn't there ____ interesting on TV?
a. something b. anything
3. Why don't we do ____ tonight?
a. something b. nothing
4. ____ is open at this hour.
a. Nothing b. Something
5. There's ____ good playing at the Prince Theater.
a. anything b. something
6. There's ____ to do!
a. anything b. nothing

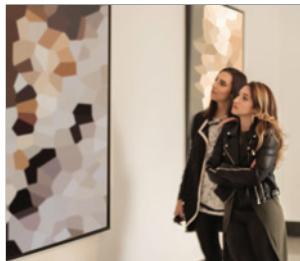
How long are you staying?

Today is Monday. We're leaving Friday.



We're leaving **in** four days.
We're coming back **on** Sunday.
We're staying there **for** two nights.

- | | |
|--|---|
| <ul style="list-style-type: none">– Are you going away for the weekend?– Yes, we're going to a business conference.– When are you leaving?– We're leaving in a few hours. | <ul style="list-style-type: none">– Did you hear? Nancy is in town this week.– Really? How long is she staying?– Just a few days. She's flying back on Sunday.– Let's take her out to dinner while she's here. |
|--|---|



Let's go to a museum!



I'd like to do some shopping while I'm here.



Why don't we go sightseeing?

READING

Sophie's plans

Next week, I'm _____ a business trip to Seattle. I'm leaving _____ Tuesday morning. We have meetings _____ for Tuesday, Wednesday, and Thursday. I have _____ on my schedule on Friday, so I am staying _____ another day and coming _____ on Saturday morning. This is my first trip to Seattle, and I'd like to _____ sightseeing and shopping while I'm there. My colleagues in Seattle would also like to _____ to eat. They say there are some great seafood restaurants there!

back do some for going on go out nothing on planned



My notes

PERFORMANCE

Role A



You and a colleague are at a conference in London. Tomorrow, you have nothing to do. You are flying home the day after tomorrow. With your colleague, make plans for tomorrow. Here are some ideas:

- go sightseeing
- visit Buckingham Palace
- go out for fish and chips
- _____

Role B



You and a colleague are at a conference in London. Tomorrow, you have nothing to do. You are flying home the day after tomorrow. With your colleague, make plans for tomorrow. Here are some ideas:

- go sightseeing
- go for a walk in Hyde Park
- have an English afternoon tea
- _____

ONLINE PRACTICE



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In this lesson you will ...

Write a simple email

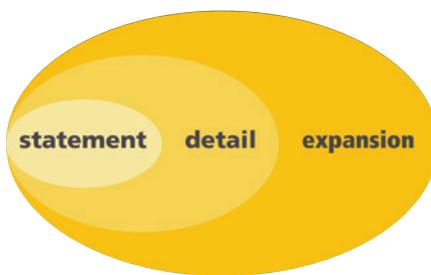
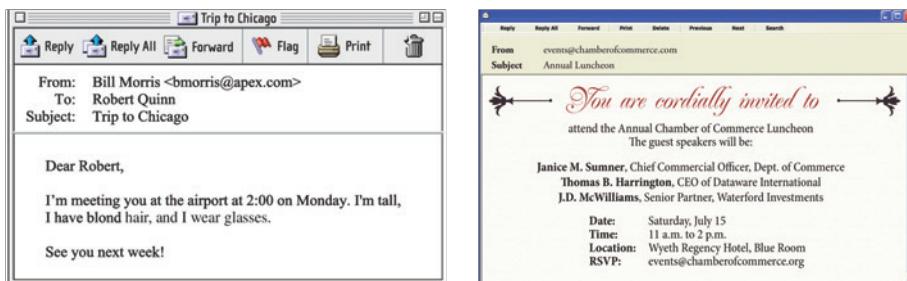
Vocabulary & Expressions

to send	capital letter
to get (= <i>to receive</i>)	to shout
to greet	to make a list
greeting	(price) list
informal	Please call if you have any
closing	questions.
small letter	I am looking forward to (hearing from) you.

Language Focus

Email greetings and closings
Opening sentences

WARM-UP



LANGUAGE FOCUS

Dear Mr. Bennett ...

Greetings

Dear Sir or Madam,
Dear Sir, / Dear Madam,
Dear Mr. Bennett,
Dear Michael,
Hello Michael, / Hi Michael!
Dear all,

Closings

Sincerely,
Best regards,
Regards,
Best,
Thank you,
Many thanks,

Which greeting and closing?

You are writing to ...	Greeting	Closing
1. a person whose name you don't know		
2. the CEO of the company		
3. your boss or supervisor		
4. a new customer or client		
5. a colleague you don't know well		
6. a colleague you work with every day		
7. your team		

Why are you writing?

Dear Mr. Taylor, My name is Ellen Simpson. I'm writing because ...	Dear Nico, Thank you for your phone call. I'd like to confirm ...	Hello Tom, I hope all is well. This email is to ...
---	--	--



FYI

Email tips

- When you don't know which greeting or closing to use, it's better to be too formal than too informal.
- Use *Mr. / Ms.* with last names only: *Dear Ms. Baker*, NOT *Dear Ms. Pamela Baker*.
- Don't use an informal greeting with *Mr. / Ms.*
- Don't use all CAPITAL letters when writing your email message. It looks like you're SHOUTING!



My notes

READING

Can we make this better?

FR jon.richards@uei.com

TO pavel.kowalski@eti.com

uei_pricelist.pdf

SUBJECT price list

Hello Kowalski!

This is Jon. After your call, we're happy to send you our price list.

TO ASK QUESTIONS, CALL ME!

See you later,

Jon

FR jon.richards@uei.com

TO pavel.kowalski@eti.com

uei_pricelist.pdf

SUBJECT price list



My notes

PERFORMANCE

Dear Mr. Thompson,

My name is Noriko Yamada from Abe Corporation's Tokyo office. I work with Mr. Sasaki and his team on the Pacific Project. I am the sales manager.

I'd like to arrange a meeting with you next week. Is Wednesday at ten o'clock a good time for you?

I am looking forward to hearing from you.

Sincerely,

Noriko Yamada

Situation A

Write a message to introduce yourself to a new business partner.

Situation B

You are Mr. Thompson. Reply to the email above.

ONLINE PRACTICE



Unit Photo Credits (listed from beginning-to-end, left-to-right
within this unit): Berlitz, Berlitz, Berlitz

English 1 Business

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Review

OBJECTIVES LADDER



Now you can ...

- ✓ Write a simple email
- ✓ Describe plans for your free time on a business trip
- ✓ Make plans to go out with colleagues
- ✓ Say what you like to do
- ✓ Describe the weather
- ✓ Talk about attire
- ✓ Make a purchase
- ✓ Compare items
- ✓ Talk about prices

PRACTICE

GOAL 31

How much is this laptop?

1. How much does that printer cost? _____

a. A package is \$5.99; a box is \$25.99.

2. How much is printer paper? _____

b. It costs £70.

3. Which paper clips would you like? _____

c. The gold one.

4. Which pen is expensive? _____

d. The colored ones.



My notes

GOAL 32

Can you compare them?



Ted (on the right) is _____ than Dave.
(tall)

The shirt is _____ than the pants. *(expensive)*

For work, is a laptop _____ than a tablet? *(good)*



Our new chairs are _____ than our old ones. *(comfortable)*

Driving during the week is _____ than driving on the weekend. *(bad)*



My notes

GOAL 33

Is it the right size?

1. These pants are too short. (*long*)
→ They aren't _____.
2. These folders aren't large enough. (*small*)
→ They're too _____.
3. Millie's only 5 feet (150 cm) tall. She can't get the boxes on the top shelf. (*short*)
→ She's _____.
4. We didn't buy the 80" TV. It wasn't cheap enough. (*expensive*)
→ For us, the TV _____.
5. That laptop bag looks too small. (*big*)
→ Is it _____? _____

GOAL 34

What do people wear to work?

1. T-shirts are _____ attire.
2. Police officers, airline employees, and nurses wear _____ to work.
3. A dark-colored suit is usually more _____ than a light one.
4. Do Japanese workers _____ more formally than Americans?
5. You _____ wear sneakers! They're too casual.
6. What's the _____ at your workplace?
7. When we work on the weekend, we _____ wear anything we want.

can can't casual dress dress code formal uniforms

**How's the weather?**

1. The temperature in Vienna is ____.
a. 0°C b. 0°F

2. In the morning, it was ____ degrees.
a. 10 b. -10

3. During the day, the weather was cold and ____.
a. snowy b. sunny

4. In Seattle, the weather is ____.
a. cooler b. warmer

5. Right now, it is cloudy and ____.
a. rainy b. windy

6. The temperature is ____.
a. 15°F b. 50°F

**My notes**

GOAL 36

Do you like running, too?

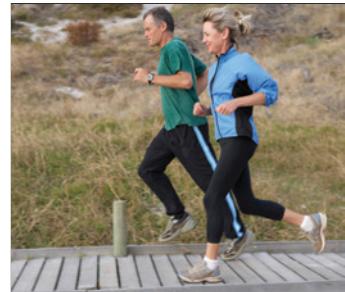
1. What do you like to do ____ winter?
a. at b. for c. in

2. We always _____ in January.
a. go skiing b. go to ski c. skiing

3. Do you like _____?
a. swim b. to swim c. to go swim

4. – I like ice skating.
– _____, too.
a. I do b. I don't c. I am

5. – I'm not going running this evening.
– _____.
a. I am, too b. I don't, either c. I'm not, either



GOAL 37

go, go for, go out, or go to?

	<u>go</u>	<u>go for</u>	<u>go on</u>	<u>go out</u>	<u>go to</u>	
1. We're planning to	<input type="radio"/>	a team-building event.				
2. I'd like to	<input type="radio"/>	a walk in the park.				
3. Do you want to	<input type="radio"/>	biking?				
4. Who would like to	<input type="radio"/>	a picnic on Saturday?				
5. Let's	<input type="radio"/>	to eat at lunchtime.				

GOAL 38

When are you leaving?

1. When are you going to Paris? _____
a. Yes. I'd like to do some sightseeing.
2. How long are you staying there? _____
b. In two weeks.
3. What are you doing? _____
c. Sure! What do you want to do?
4. Do you have anything planned for tomorrow? _____
d. No. It's a holiday. Everything is closed.
5. Can we go shopping on Monday? _____
e. I'm not doing anything.
6. Would you like to do something this weekend? _____
f. For five days.

GOAL 39

Thank you for your email

1. Dear _____
a. Ms. Miller b. Ms. Janet Miller c. Madam Miller
2. Thank you _____ your email.
a. send b. to c. for
3. I am writing _____ confirm your appointment on Monday.
a. because b. to c. for
4. If you _____ any questions, please call or write.
a. are b. ask c. have
5. We are _____ to seeing you.
a. looking b. look to c. looking forward

YOUR TURN!

GOAL 31

You are going on a business trip to another country. You would like to know some prices before you go. Write your questions, and then ask them.

1. _____
cheap or expensive?
2. How much _____
cost?
3. How much _____ ?
4. _____ ?
5. _____ ?
6. _____ ?

GOAL 32

Role A

You would like to buy a watch. You see a gold watch and a silver watch you like. Ask the sales clerk about the watches.



Role B



You work at a store that sells watches. A customer is looking at a gold watch and a silver watch. Help the customer compare the watches.

GOAL 33

Role A

Your company is putting together a soccer team. You would like to order shirts for the eleven people on the team. You need:

- 2 small shirts
- 7 medium shirts
- 2 large shirts

You would also like to have the company name and the name of each player on the shirts. You need the uniforms by next week. You have a budget of \$200. Call Sam's Sporting Goods Store and order the shirts (you can email the list of players' names).



My notes

Role B

You work at Sam's Sporting Goods. You sell soccer team shirts. Here's your price list:

Sizes	Price
small	\$10.00 each
medium	\$12.50 each
large	\$15.00 each
Printing on shirt	
company / team name	+ \$2.50 / shirt
player name	+ \$2.50 / shirt
Delivery	
in two weeks	\$5.00 / order
in one week	\$10.00 / order

Customers who want printing on their shirts can email the names to:
order@samssports.com.

Your phone is ringing. Answer it.

GOAL 34

Role A

You are visiting your company's office in another country next month. This is your first trip to that country. You don't know what business attire is like there. Do they dress formally? casually?

Call a colleague in the other office and ask about the dress code.

Role B

A colleague from an office in another country is coming to visit you next month. This colleague would like to speak to you about the dress code in your office.

Your colleague is calling you now. Answer the call.

GOAL 35

Ask your teacher / a classmate what the weather is like in his / her country in January or in June. Compare that country's weather with the weather in your country.

GOAL 36

Role A

Ask your classmate what he / she likes to do in summer.

Role B

Ask your classmate what he / she likes to do in winter.

GOAL 37

You are at the office. Monday is a national holiday, so you have a long weekend. You have nothing planned. Talk to your colleague(s) and make plans to go out.

GOAL 38

Role A

You are in another city for ten days. Today is Friday. You are sitting in your hotel room, planning your weekend. It's spring and the weather today is rainy and cool. You looked at the weather report for the weekend: rainy on Saturday, but warm and sunny on Sunday. On Saturday, you'd like to do some shopping or go out to eat. On Sunday, you want to go sightseeing.

Your phone is ringing. Answer it.

Role B

A colleague from another city is visiting you for ten days and staying at a hotel. Today is Friday; it's spring and the weather today is rainy and cool. You would like to go out with your colleague this weekend. Call and ask your colleague about his / her plans for the weekend.



My notes

GOAL 39

Write back to Mr. Thompson. Tell him what day and time is better for you.

FR peter_thompson@sterling.com

TO nyamada@abe.co.jp

SUBJECT Your visit next week

Dear Ms. Yamada,

Thank you for your email. I'm pleased to hear you are planning a trip to New York next week.

I'm afraid Wednesday at 10:00 isn't good for me. Can we meet Wednesday afternoon or Thursday morning, instead? On Thursday, I am free all morning.

I am looking forward to meeting you.

Sincerely,

Peter Thompson
CEO, Sterling Products, Inc.

FR nyamada@abe.co.jp

TO peter_thompson@sterling.com

SUBJECT My visit next week

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English 1 Business

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Unit 2. Give your name and your company's name

1

- Hello. My name is Kevin Davis.
- I'm Patricia Jackson. Nice to meet you.
- Nice to meet you, too, Ms. Jackson.
- Where are you from?
- I'm from Boston. And you?
- I'm from Orlando.

2

- Hi, my name is Alicia Cordero.
- Cordero. How do you spell that?
- C-O-R-D-E-R-O.

3

- What's your last name, please?
- Fitzgerald.
- Is that F-I-T-Z-G-E-R-A-L-D?
- Yes, that's right.

4

- Is your last name Okamura?
- No, it's Okumura. O-K-U-M-U-R-A.
- Oh, thank you.

5

- Is your first name Sebastian?
- No, it's my last name.
- How do you spell it?
- S-E-B-A-S-T-I-A-N.

6

- How do you spell your first name?
- It's Y-O-L-A-N-D-E. Yolande.

7

- Your last name is Likhatchev, right?
- Yes, that's right.
- How do you spell it?
- L-I-K-H-A-T-C-H-E-V.

Unit 3. Give your address and phone number

8

- Hello. This is 212-555-6891. Please leave a message.
- Hi, Linda. This is Charles Brady. Please call me back. My number is 908-555-7784. Thank you. Bye.

9

- This is Thompson Limited. Please leave your name and number. Thank you.
- Hello, this is Mr. Tanaka from GenTek. My number is 312-555-8607. Please call me back. Thank you. Good-bye.

Unit 5. Describe your colleagues

10

- I have short curly brown hair. My eyes are brown.

11
– I have a beard and long, brown hair.

12
– I have short, blond hair and green eyes.

13
– I have short, straight hair and glasses. And I have a mustache.

Unit 6. Ask for and give personal details

14
What does my boss look like? She has blond hair and green eyes—and she's tall. How old is she? Oh, she's young. She's 34 years old. Is she married? No, she's single.

15
My colleague, Mark? He's my age, 42. What does he look like? Well, he's tall and has brown hair. He is married and has two children.

Unit 7. Tell the time

16
– What time is it, Lynn?
– It's 12:20. Almost lunch time.
– Great. What are we having?

17
– Excuse me. Do you have the time?
– Sorry?
– What time is it, please?
– Oh, it's 3:15.
– Thank you very much.

18
– Excuse me. What time is it?
– I'm sorry. I don't have a watch.
– Thanks anyway.
– Wait! There's a clock on that building over there. Let's see. It's ten thirty-five.
– Thank you.

19
– This is the office of Dr. James Langley. Please leave a message.
– Hello, this is Arlene Simms. It's just after 8:00 on Monday morning. My number is 555-8926. Please call me back as soon as possible.

20
– Is it time to go?
– No, not yet. It's only six forty-five.
– Oh, we still have half an hour then.

Unit 8. Ask about business hours

21
This is Sunrise International. We are closed today for a national holiday. During the week, our business hours are Monday to Thursday nine a.m. to six p.m. On Fridays, we are open until four p.m. On weekends, we are open on Saturday from ten to two. We are closed on Sundays. Thank you for calling.

Unit 10. Review

22

- Welcome. You have three new messages in your voicemail box. Message 1.
- Hello, Mr. Bennett. This is Jackson Wright at Rink Ltd. Please call me back at my office. My number is 555-0187, extension 8861. Thank you.
- Message 2.
- Hi Ann, this is Ruth. Give me a call at home when you get in. My number is area code 914-555-0127. Bye!
- Message 3.
- Michael, Fred here. Call me back on my cell phone as soon as possible. The number is 202-555-0112.

23

- Number 1.
- It's 251 East 53rd Street, New York, New York.
- Number 2.
- Ruth's email address? Just a moment. Here it is: r underscore carlton at usanet dot com.
- Number 3.
- Do you have my work email address? It's ben dot rivers at epac dot org.
- Number 4.
- Yes, they have a German website. Go to www dot goodshop dot com slash de.

Unit 13. Describe your office

24

- The map is under the clock.

25

- The pens are on the desk.

26

- The lamp is on the wall.

27

- The printer is on the floor.

28

- The picture is next to the map.

29

- The cell phone is in the drawer.

Unit 15. Say what your colleagues are doing

30

- What is Mike doing?
- He's eating lunch.

31

- What are you doing, Isabelle?
- I'm reading the newspaper.
- Which newspaper is it?
- It's *The Guardian*. It's a British newspaper.

32

- What is Karen doing?
- She's on the phone. She's speaking to a customer.

Unit 18. Say what you do every week

33

- I'd like to speak with the director, please.
- I'm sorry, he doesn't get here until 8:30, but he's meeting a client today.
- What time does he go home?
- He usually goes home at 6:00 p.m.
- OK.

34

- That's a nice photo. Is that your wife?
- Thank you; yes, it's my wife, Sandra.
- What does she do?
- She's a sales rep for a computer company.
- Does she work long hours?
- No, she works eight hours a day, five days a week.

35

- Do you and your wife have time for lunch this weekend?
- I do, but my wife works from 6:00 a.m. to 6:00 p.m. on Saturdays and Sundays.
- What does she do?
- She's a doctor. She works at Jefferson Hospital downtown.

Unit 20. Review

36

- What kind of soup do you have?
- We have vegetable soup, tomato soup, and clam chowder.
- Which do you recommend?
- The clam chowder is my favorite.
- ... ready to order?
- What is the fish of the day?
- It's grilled salmon in white wine sauce.
- I'd like that, please. What does it come with?
- It comes with vegetables and French fries or rice.
- Ok—vegetables and rice, please.
- Would you like a salad with your meal? The house salad is delicious.
- OK.
- Would you like ranch dressing with that?
- No, I'd like Italian dressing.
- And to drink?
- A bottle of mineral water, please.

37

- What do you do, Marina?
- I'm a computer programmer.
- What company do you work for?
- I work for Peachtree Computers.
- Do you work in a factory?
- No, I work in an office.
- What languages do you speak?
- I speak French and Spanish—and English, of course!
- Do you speak German?
- No, I don't.

Unit 22. Make appointments

38

- Good afternoon. Rick Morgan speaking.
- Hi, Rick. This is Carla from Sales.
- Hi, Carla. What can I do for you?
- I'd like to talk to you about our new sales strategy. Are you available Thursday or Friday?
- Just a moment. Yes. How about Thursday at ten o'clock?
- That's perfect. Let's meet in my office.
- Sounds good. See you then.

39

- Good morning. Fairview Clinic. This is Melissa. How may I help you?
- Hi, Melissa. This is Lee Simpson. I'd like to make an appointment with Dr. Miller.
- Certainly, Mr. Simpson. Dr. Miller's next available appointment is Wednesday the 23rd at 9:00 a.m. Is that all right?
- Wednesday, the 23rd at nine o'clock? Yes, that's fine. Thank you.
- You're welcome. Good-bye.

40

- Good morning. Taylor & Clemens. This is Martin. May I help you?
- Good morning. This is Allison Stewart. I'd like to make an appointment with Mr. Taylor.
- Yes, Ms. Stewart. Mr. Taylor's next available appointment is Monday the 15th at 3:00 p.m. Is that good for you?
- No, I'm not free that day.
- Let's see. How about Tuesday the 16th at ten o'clock?
- That's perfect. Thank you very much.
- You're welcome. Good-bye.

41

- Good afternoon. Kevin Garner speaking.
- Hi, Kevin. This is Tracy from Marketing.
- Hi, Tracy. What can I do for you?
- I'd like to talk to you about a new project. Are you available next week?
- Next week? Just a moment. How about Wednesday at nine o'clock?
- That would be great. Let's meet in my office, OK?
- Sounds good. See you then.

Unit 23. Make a phone call

42

- Hi, Linda, this is Brad. I want to change our meeting on Wednesday. A client is coming to see me that day. Can we meet on Thursday?
- Sure, Brad. Thursday is fine. What time is good for you?

43

- This is Fred Thompson's voice mail. Please leave a message.
- Hi, Fred, this is Sylvia. I'm sorry, but I have to cancel our appointment next week. I'm flying to Montreal tomorrow morning and coming back on Thursday evening. Please call me back when you have a minute so we can reschedule. Thanks!

44

- Springfield Medical Supplies. Rebecca Shelby speaking. Can I help you?
- Hi, Rebecca. This is Martin Cooper. I'm calling to confirm our appointment next week.
- Let's see. Yes, you're on my calendar for Thursday at 10 a.m. Is that right?
- Yes, perfect. See you on Thursday.

Unit 24. Leave and take a message

45

- Prentice Studio. This is Ellen.
- Hello. May I speak to Lisa, please?
- I'm sorry. She's not here right now.
- Can I leave a message?
- Sure. May I have your name?
- Junichi Sato.
- Would you spell that for me, please?
- It's J-U-N-I-C-H-I, then Sato—S-A-T-O. I'm a client.
- Junichi Sato. And the message?
- Please tell her that I can't meet on Friday. I'd like to reschedule.
- Does she have your number?
- I think so, but let me give you my cell phone number. It's (212) 555-2479.
- (212) 555-2479.
- That's right.
- I'll give Lisa your message, Mr. Sato.

Unit 25. Give someone a message

46

- Bill! You weren't at the office yesterday. Where were you?
- I was out of town, in Houston.
- Were you there on business?
- Yes, I was there with Mr. Peterson. We were at ZarChem.
- ZarChem?
- Yes, that's our new client. We were there from ten in the morning to eight at night.
- Wow, that's a long day.
- It sure was. And we're going back next week!

Unit 26. Return a call

47

- Hi, Mark. It's Steven. I'm sorry I missed your call yesterday. I was out of the office.
- Hi, Steven. Good to hear from you. I wanted to talk to you about a new sales strategy. Do you have time to meet sometime this week?

48

- Ken Sullivan.
- Hi, Ken. This is Mike Madsen, from Marketing. You called this morning?
- Hi, Mike. Yes, thanks for returning my call. You looked at the new sales software last week, right?
- Yes, I did. It's just what we need.

– Great. Did you schedule a presentation with your team for next week?

– Yes, for next Monday. Can you join us from 10 to 11:30?

49

– Hi, John. It's Susan. I just talked to the C.E.O. of GenTek.

– Really? Did you tell him about our project?

– Yes, I did.

– And?

– And he liked it. I just emailed him the project documents.

– That's good news. What did he say?

Unit 27. Ask and say where places are

50

– Excuse me. Where is the Lone Star Restaurant?

– It's on the corner of Pacific and State Streets, behind the Plaza Hotel.

51

– Is there a taxi stand around here?

– I think there's one in front of the train station.

52

– Is the Stanton Hotel far from here?

– Yes, it is. It's near the airport.

– I see. Is there another hotel around here?

– Yes, there's the Madison Hotel on Market Street.

53

– Excuse me. Is there a bookstore near here?

– Yes, next to the supermarket on Main Street.

54

– Excuse me. I'm looking for the art museum.

– Which art museum, the Museum of Modern Art or the Gardner Museum?

– The Gardner Museum.

– It's on Fifth Street, across from the park.

Unit 29. Say where you are going and how

55

– Where are you going?

– To the airport.

– Are you going by car?

– No, I'm taking the subway.

56

– Are you going to the station?

– Yes, I am.

– How are you getting there?

– I'm taking a taxi.

57

– Where are you going?

– We're going to Santa Fe.

– Are you taking the train?

– No, we're flying.

58

– How do you get to work?

– I usually walk or bike to work.

- Every day?
- No, sometimes I take the bus.

Unit 30. Review

59

- Hi, Sandy. This is Tom. Can we meet on Wednesday to talk about the new project?
- I'm off on Wednesday. How about Thursday morning?
- Thursday morning isn't good for me. I have an appointment with a client. How about Thursday afternoon?
- I'm available from 3:00 to 4:00. Is that a good time for you?
- Perfect. See you on Thursday at three o'clock.

60

Here's how to get to our office. After the train station, turn left at the corner of Station Road and Chestnut Street, and after that turn right at the light. Go one block, then turn left onto Grove Street. Go straight ahead two blocks, and then turn left onto Fairview Boulevard. Turn right at the second light. Our office is at 1212 Wilson Terrace. It's the third building on the right.

Unit 31. Talk about prices

61

- I like these sunglasses. How much are they?
- The black ones are \$45. The white ones are \$30. And these brown ones here are on sale for \$39.
- How much are those?
- The gray ones? They're \$170.
- Do you have any others?
- Yes, we have these models from Italy.

62

- May I help you?
- I like this watch. This one, right here.
- The silver one?
- Yes. How much is it?
- It's £3700.
- Oh, that's a little expensive. Do you have anything in a similar style, but at a lower price?

Unit 32. Compare items

63

- Where can I buy printer paper?
- I usually go to the Office Exchange. It's on Walnut Street between 3rd and 4th.
- That's too far. Isn't there anything near here?
- There's a store a few blocks down the street. But it's more expensive.

64

- John, is there a good restaurant near here?
- Yes, Antonio's. It's an Italian place just down the street. And Stella on Washington Avenue is good, too. I think it's better than Antonio's, actually.
- Is it expensive?
- Which one?

- Stella.
- It's not cheap. But it's less expensive than Antonio's.

Unit 35. Describe the weather

65

- Hi, Linda. How are you?
- Hi, Sylvia. I'm fine. And you?
- I'm all right, thanks. How's the weather in Toronto?
- It's awful. It's cold and rainy. How's the weather in Orlando?
- Warm and sunny.
- What's the temperature there?
- It's 83°.
- Lucky you! That's more than 25°C. Here it's only 4°.
- Why don't you fly down to Orlando for the weekend?

Unit 40. Review

66

- Hi, Erika! How are you?
- Fine, thanks. And you?
- Not too bad. How's the weather in Vienna?
- It's cold! Right now, it's zero degrees—but this morning it was minus ten!
- What's that in Fahrenheit?
- It's about fifteen degrees, I think.
- Wow, that is cold! Did it snow?
- No, no snow. It was sunny today. What's the weather like in Seattle?
- It's warmer here, around fifty degrees at the moment, but it's cloudy and rainy.
- So, what's new with you? Are you...