

UNIT 1

First meetings

▼ AGENDA

- ▶ Present Simple, Wh- questions
- ▶ Frequency adverbs
- ▶ Personal information file. Learning vocabulary
- ▶ English in the world
- ▶ Introductions, greetings, and goodbyes

Language focus

- 1 Look at the pictures. What do you think happens at Vinexpo?
- 2 What information do the business cards give you?

ROBERTO ANGELINI
Consultant

Export Wine Sales
Bacchus SpA
Via della Pergola 76
50132 Firenze
Tel: +39 (0)55 53 75 866
Fax: +39 (0)55 53 75 867
Email: r.angelini@bacchus.it

Monique Bresson

Bresson Translation Services
(London, Paris, Rome)

MB Offices
46 Chapel St, London SW1 8QW
Tel: +44 (0)20 7574 5479
Fax: +44 (0)20 7574 5448
Email: m.bresson@mbtrans.com

Wine & Dine
International Magazines Inc

James Turner

Wine Journalist
15 Honeywell Street, London EC4 1DT
Tel: +44 (0)20 7331 8582
Fax: +44 (0)20 7331 2281
Email: turnerj@winedine.co.uk
www.winedine.co.uk

- 3 1.1 Roberto introduces Monique to James at Vinexpo. Listen to the three conversations. Answer the questions.

Dialogue 1

- 1 Does James know Monique?
- 2 What does Monique say to James and what is his reply?

Dialogue 3

- 5 Why does James want to meet Monique later?
- 6 When do they arrange to meet?

Dialogue 2

- 3 Why is Monique at Vinexpo?
- 4 What does she ask James?

- 4 1.2 Listen to the conversation between Monique and James in a bar. Underline the correct answer.

Example What does James offer Monique?

He offers her a cup of coffee/a glass of red wine/a glass of champagne.

- | | |
|--|---|
| 1 What does James do when he goes to the wine regions? | He attends sales conferences/ interviews people/gives presentations. |
| 2 How often does James travel to Italy? | He travels to Italy once a year/twice a year/two or three times a year. |
| 3 Where does Monique live? | She lives in London/Paris/Rome. |

Present Simple

Read the examples. Complete the grammar rules.

Positive

- I **have** a translation business.
- He/She **lives** in London.
- We **both write** articles on wine.

Questions

- Do Roberto and James **usually visit** Vinexpo?
- What **do** James and Roberto **write** about?
- Where **does** Monique **live**?
- Does Roberto **often travel** to France?

Note *don't* = *do not*, *doesn't* = *does not*

- Use the _____ to talk about long-term situations and routine activities.

I/you/we/they

- To make the positive, use the infinitive form.
- To make the negative, use *do + not (don't)* + infinitive.
- To make the question, use _____ + *I/you/we/they* + infinitive.

Negative

- I **don't** work for *Wine & Dine* magazine.
- James **doesn't** import wines.
- The wine producers **don't** speak French.

Answers

- Yes, they **do**.
- They **write** about wine.
- She **lives** in London.
- Yes, he **does**.

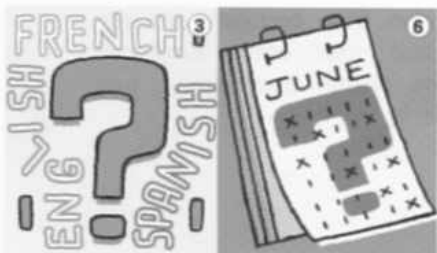
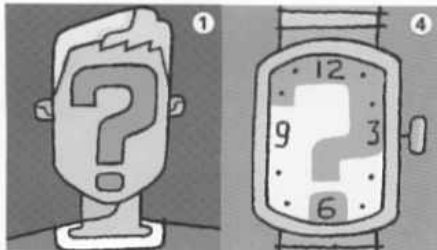
he/she/it

- The positive form always ends in _____.
- To make the negative, use _____ + _____ (*doesn't*) + infinitive.
- To make the question, use _____ + *he/she/it* + infinitive.

How do we make questions and short answers in the Present Simple?

Pocket Book p. 12

Practice



- 1 Complete the sentences using the correct form of the verbs in brackets.

Example Roberto _____ wine. (export) *Roberto exports wine.*

- Roberto _____ articles on wine. (write)
- Monique _____ wine. (not import)
- Roberto and James always _____ a lot of important people in the wine business at Vinexpo. (meet)
- Monique _____ in France. (not live)
- The Italian wine producers _____ French. (not speak)
- James often _____ to France and Italy. (travel)

- 2 Write the correct question word for each picture.

When? How often? Which? What? ✓ Where? Who?

- _____
- What?*
- _____
- _____
- _____
- _____

- 3 Write the questions for these answers. Use the question word in brackets.

Example He works for *Wine & Dine* magazine. (Which?)
Which magazine does he work for?

- They live in *Dijon*. (Where?)
- He goes there *three or four times a year*. (How often?)
- They meet *at Vinexpo*. (Where?)
- She visits them *in June*. (When?)
- They meet *important people* at Vinexpo. (Who?)
- He writes about *wine*. (What?)

Pronunciation

1 1.3 Listen to the examples. We say the questions in different ways.

a Do you speak Italian?

b Which languages do you speak?

2 1.4 Listen to the questions. Write a ↗ or b ↘.

1 _____ 4 _____ 7 _____ 10 _____

2 _____ 5 _____ 8 _____

3 _____ 6 _____ 9 _____

3 1.4 Listen again and repeat.

4 Write *up* or *down*.

- In questions that begin with *do/does*, the voice goes _____ at the end.
- In questions that begin with question words, the voice goes _____ at the end.

4 Work in pairs. Practise asking and answering questions.

Example James/work for/magazine?

Does James work for a magazine? Yes, he does.

1 Monique/speak/Italian?

6 James/live in Italy?

2 Where/she/work?

7 he/love/his work?

3 James and Roberto/write/about wine?

8 James/go/France and Italy?

4 James/work for/Wine & Dine?

9 Where/Monique's parents/live?

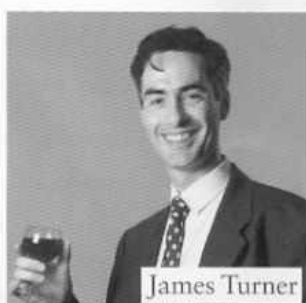
5 Roberto/know/Monique?

10 she/travel/Paris?

5 Work in Group A or Group B.

Group A Read the Editor's letter and write five questions.

Group B Read the Visitor profile and write five questions.



James Turner



Monique Bresson

Editor's letter

Duncan Ross

Editor and publisher

Welcome back! Vinexpo opens this week for another meeting of old and new friends in the wine and spirits business. This is a special edition of our magazine to inform you of Vinexpo events. First we want to introduce James Turner. James works from our London office and specializes in French and Italian wines. He wants to write a book about Italian wines. He often travels to all the wine-producing countries in Europe and interviews the key people in our business. He tastes and rates wines for us every year. James enjoys photography and cooking; he likes French cuisine, and he plays golf and tennis when he has time between business trips. Come and meet James and all of us on Stand 49 and enter our competition.

Visitor profile

Monique Bresson

One of the special guests of the Vinexpo organizers this year is Monique Bresson. She is here as an interpreter and translator for our Italian colleagues and you can meet her on Stand 106. Ms Bresson runs a translation agency with offices in London, Paris, and Rome. She lives in London but commutes regularly to Paris. She knows a lot about the wine business because her parents have a vineyard near Dijon. Her father comes from Hungary and she speaks Hungarian and four other European languages. She enjoys skiing, horse-riding, and sailing at the weekends.

- 6 Read the other text and answer the other group's questions.
- 7 Work in pairs. Ask and answer three questions about other students.
- Examples *Does Marco speak French?* *Yes, he does.*
Where does he live? *He lives in the city centre.*

Frequency adverbs

0% never rarely sometimes often usually always 100%

Read these examples and complete the grammar rule.

- I'm **always** very busy.
- They **never** visit us.
- We **usually** drive to work.
- He isn't **usually** late.
- I don't **always** get up early.
- They're **never** on time.
- We write words like *always/usually/never* after the verb *to be* but _____ other verbs.

- 8 Rewrite the sentences adding frequency adverbs to make true sentences. Add three more sentences about your daily routine.
- I get up before 6 a.m.
 - My teacher goes to bed after midnight.
 - I drive to work.
 - I am late.
 - My friend uses a computer.
 - I speak English to colleagues.
 - My boss travels on business.
 - We are early for English classes.
- 9 Work in pairs. Ask your partner about his/her lifestyle. In the boxes below, tick (✓) the adverbs he/she uses. Add two more questions.
- Example Student A *How often do you go to a disco?*
 Student B *Sometimes.*

LEISURE SURVEY



How often do you ...

never

rarely

sometimes

often

- | | | | | |
|-----------------------------|-------|-------|-------|-------|
| 1 play a sport at weekends? | _____ | _____ | _____ | _____ |
| 2 go to the theatre? | _____ | _____ | _____ | _____ |
| 3 eat at a restaurant? | _____ | _____ | _____ | _____ |
| 4 travel by plane? | _____ | _____ | _____ | _____ |
| 5 go out with friends? | _____ | _____ | _____ | _____ |
| 6 visit museums? | _____ | _____ | _____ | _____ |
| 7 walk in the country? | _____ | _____ | _____ | _____ |
| 8 read a newspaper? | _____ | _____ | _____ | _____ |
| 9 _____ | _____ | _____ | _____ | _____ |
| 10 _____ | _____ | _____ | _____ | _____ |

- 10 Your partner is a visitor at Vinexpo. Write a short Visitor profile about him/her for the *Wine & Dine* Vinexpo Special Edition, using the information in the Leisure survey.

Organizing vocabulary

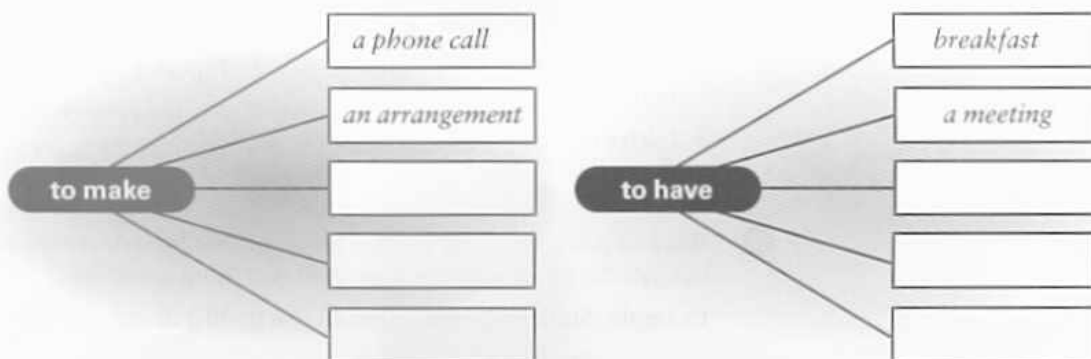
It is easier to learn and remember words if they are in groups. Here are some ways of organizing vocabulary.

1 Word groups

1 Add three more words to each topic group.

Work	Jobs	Family
employer	journalist	parents
colleague	interpreter	sister
_____	_____	_____
_____	_____	_____
_____	_____	_____

2 Complete the verb groups.

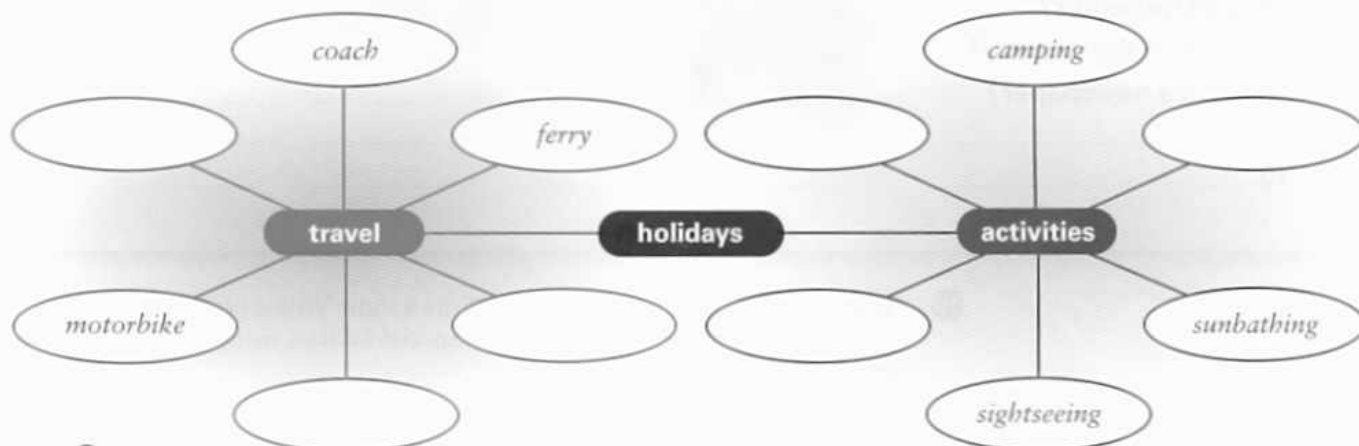


3 Write the time expressions in the box in the correct group.

2001	10 a.m.	Tuesday morning	midday	5 July	the afternoon
at	in	on			
the weekend	October	Sunday			
_____	_____	_____			
_____	_____	_____			

2 Word maps

Add more vocabulary to complete the word map.



3 Word pairs

Match the words that go together.

send	a business trip
meet	an email
make	a meeting
do	a visitor
attend	a job

4 Opposites

Write the opposite word.

cheap	_____	tall	_____
cold	_____	sad	_____
difficult	_____	hard-working	_____

Recording meaning

It is a good idea to write vocabulary that is useful to you in a vocabulary notebook or on cards, with information to help you remember the meaning and pronunciation.

1 Read these examples of ways to record meaning.

Write the word in a sentence to show its meaning.

earn - Top footballers earn a lot of money.

Write an explanation in English.

salary - the money you get for the work you do

Write the translation.

busy - ocupado

Add stress marks.

• • •
employment

Write the opposite word.

helpful - unhelpful

Draw a picture or diagram.



knife and fork

2 Work in pairs. Record the meaning of the words in the box. Use some of the ideas in 1.

flexitime unemployed quiet to commute suitcase

Asking for help

Here are some ways to ask for help.

- Sorry, I don't understand.
- Can you repeat that, please?
- Could you speak slowly, please?
- What does ... mean?
- I don't know what ... means.
- Can you spell that, please?

English in the world

- 1 Look at the list of the world's ten most important languages. The missing languages are Arabic, German, Japanese, Russian, and Spanish. Where do they go in the list?

The world's top ten languages	Spoken as a first language by
1 Mandarin Chinese	_____
2 English	_____
3 _____	266m*
4 Hindi	_____
5 _____	181m
6 Portuguese	_____
7 Bengali	_____
8 _____	158m
9 _____	124m
10 _____	121m

m = million

- 2 1.5 Listen and check the missing languages.
- 3 1.5 Listen again and complete the numbers of speakers.
- 4 How do we say these figures?
a 80% b 69% c 2bn d 1.1bn e $\frac{1}{2}$ f $\frac{3}{4}$
- 5 Do the quiz in pairs. The answers are in 4.

What do you know about English?

- More than _____ people speak it as a second or foreign language.
- Over _____ of the information on the Internet is in English.
- _____ of the people who use the Internet communicate in English.
- About _____ the population of the European Union speaks English.
- _____ of the people in the European Union who don't speak English as a first language think it's the most important language to learn.
- The estimated number of people in the world who are learning English at present is over _____.

- 6 1.6 Listen to an interview with a language expert about English and check your answers to 5.

- 7 There are about 20,000 English words in Japanese today. Can you say which English words these Japanese words come from?

Food and drink – *bambaagaa*, *chikin*, *biiru*, *jyusu*

Communication – *rajio*, *terebe*, *fakkusu*, *iimeeru*

- 8 Work in groups.

- Which English words do you use in your language? Think about different topics, for example food and drink, communication, travel, and leisure activities. Make a list.
- Present your list to the class.

- 9 Discuss your opinions.

- Why do you think there are a lot of English words in other languages?
- The governments of some countries are against the use of English words. What do you think? Are you for or against the use of English in your language?



Focus on functions

Introductions, greetings, and goodbyes



- 1 Work in pairs. Answer the questions.
 - 1 When do people in your country shake hands?
 - 2 What do you say in English when you don't hear a person's name?
 - 3 When do you say *Good morning/Good afternoon/Good evening/Good night*?
- 2 Look at the introductions and greetings from three conversations. Underline the phrases people use when they meet someone for the first time.

- | | |
|---------------------------------|----------------------------------|
| 1 Excuse me, are you ...? | 3 Let me introduce you to ... |
| Hello, how are things? | I'd like to introduce you to ... |
| May I introduce myself? I'm ... | Pleased to meet you. |
| How do you do? | Good to see you again. |
| 2 Nice to see you again. | |
| How are you? | |
| How's life? | |
| How's the family? | |

- 3 1.7 Listen to the three conversations. Look at 2 and tick (✓) the phrases you hear.

- 4 Match the phrases with the correct responses.

- | | |
|-------------------------|--------------------------------|
| How are you? | Yes, that's right. |
| Pleased to meet you. | Then you must call me Luigi. |
| How do you do? | Very well, thank you. And you? |
| Please call me James. | How do you do? |
| How's life? | Pleased to meet you, too. |
| Hello, are you Roberto? | Not too bad, but very busy. |

- 5 1.8 Monique and James say goodbye at the airport after Vinexpo. Listen to their conversation and tick (✓) the phrases you hear.

- | | |
|-------------------------------|------------------------------------|
| Nice to see you again. | I really enjoyed meeting you, too. |
| I must go now. | Have a good trip back. |
| It was very nice meeting you. | Thank you, and the same to you. |
| I look forward to seeing you. | I hope to see you again. |

- 6 You are in the wine business and you are at Vinexpo. Choose one of these business cards and decide why you are at the wine fair. Fill in your name in the gap on the card.

TRANS TALK

Translator
39, Wirral Avenue
London
SW1A 2AH
Tel/fax: +44 (0)20 8122 2359
Email: transtalk@qtel.net.uk

NEWSWIDE REPORT International

NEWS PHOTOGRAPHER
Vernon Mansions, Westway Drive
Croydon CR9 5TL
Tel/fax: +44 (0)20 8437 4215
Fax: +44 (0)20 7574 5448
Email: newsrep@ftl.net.uk

FIA Publications

Journalist
32 Belmont Square
London
W1 4TQ
Tel: +44 (0)20 7333 4656
Fax: +44 (0)20 7676 3654
Email: info@fia.co.uk

- 7 Walk around and introduce yourself to other people in the group. Greet someone you know. Practise introducing people and saying goodbye.

UNIT 2

The world of work

▼ AGENDA

- Present Simple and Present Continuous
- Work file. Verb groups
- Describing a company
- Making contact

Language focus

- 1 2.1 Listen to three extracts from interviews for a business magazine. Complete the information about the three people.

Extract 1

Name: José Manuel Faria
 Job: _____, Food Division
 Company: Unilever
 Place of work: _____

Extract 2

Name: Geneviève Cresset
 Job: Team Co-ordinator
 Company: Téléimages
 Place of work: _____

Extract 3

Name: Kensuke Matsumura
 Job: _____, Professional Products
 Company: Electrolux
 Place of work: _____

- 2 2.1 Listen to the interview extracts again. José Manuel, Geneviève, and Kensuke all need English for different activities at work. Which activities?
- 3 Work in groups. Answer the questions.
- 1 Do you need English for any of the activities you listed in 2?
 - 2 Make a list of needs for your group.
- 4 2.2 Listen to three more extracts from the interviews. Answer the questions.

Extract 1

- 1 What very big change is Unilever making to its distribution system in Spain?
- 2 Why is José Manuel having a lot of meetings with consultants?

Extract 2

- 1 In what way is Téléimages changing?
- 2 What news is Téléimages hoping to get soon?

Extract 3

What is happening to Electrolux sales in Japan in

- 1 the Professional Products Division?
- 2 the Consumer Products Division?

