

UNIT 8

Language focus

1 *may, might, should, have to, be important to*

Lucy Taylor works in Germany, but she is back in the UK on holiday. She is talking to Sam Bridges, who is thinking of getting a job in Germany. Read the conversation and underline the correct verb forms.



- SAM I suppose you *may* / *have to*¹ be very formal at work?
- LUCY Yes and no. It's *important to* / *important not to*² be formal at meetings, and you *may* / *may not*³ find that your boss is quite formal. But my office colleagues are very informal. We *may* / *don't have to*⁴ wear business suits, for example. We just wear jeans.
- SAM Tell me more about formal meetings. I hear that it's *important to* / *important not to*⁵ make jokes, and everybody *has to* / *shouldn't*⁶ be very serious.
- LUCY A few jokes at the beginning are fine. But when the real work starts, people *may not* / *shouldn't*⁷ continue to laugh and joke. I know that British visitors sometimes do, but in general, Germans don't like it much. In fact, some Germans *might* / *might not*⁸ even get angry!
- SAM What about outside work? What *may* / *should*⁹ I do to meet people?
- LUCY I often go out with people from work. But in the north of Germany that *doesn't have to* / *may not*¹⁰ happen because people don't usually mix work and social life. You could join one or two clubs when you move to the area.



2 *may, might, should, have to, be important to*

Read the extract from a guide to working in Japan. Then complete the sentences below. Use the pairs of verbs in the box.

be important to / be important not to	have to / not have to
may / may not	might / might not
	should / shouldn't

Working in Japan

Finding work You don't need a visa for a visit to find work in Japan. You can go there as a tourist. When you get a job, you need a work visa before you can start work. You can't get this in Japan. But it isn't necessary to return home to apply for a work visa. You just need to take a short flight to Korea, Japan's nearest neighbour. You can get a work visa there.

Doing business When you go on a business trip to Japan, it's a good idea to take some English-Japanese business cards. These are important, and it's certainly not a good idea to leave them at your hotel when you go to a meeting!

It's very possible that your Japanese colleagues won't agree to a business deal on your first trip. They will want to get to know you first. It's very possible that they will invite you out to eat or drink with them in the evening. Don't try to make your Japanese colleagues complete a business deal before they're ready. They need time to talk to everyone in the company.

It's possible that a Japanese colleague will invite you to his home, but this doesn't often happen. It's possible that he won't invite you to meet his family even after twenty or thirty years! Don't worry about this. It's normal for the Japanese to keep their family and working lives separate.



- 1 You *don't have to* _____ get a visa for a visit to find work in Japan, but you *have to* _____ get a work visa before you can start your new job.
- 2 You _____ get a work visa in your own country. You just _____ fly to Korea to get one.
- 3 You _____ get some business cards for a business trip, and you _____ forget them when you go to a meeting.
- 4 Your Japanese colleagues _____ agree to a business deal on your first trip, but they _____ invite you out so they can get to know you.
- 5 It _____ try to complete a business deal before your Japanese colleagues are ready. It _____ give them time to talk to everyone in the company.
- 6 A Japanese colleague _____ invite you to his home, but this is not very likely. It _____ happen even after many years of doing business together.

3 *should, have to, may*

Write sentences about doing business in the USA. Use a modal verb that adds the meaning in brackets.

- 1 You have to wear a business suit at meetings.
wear / a business suit / at meetings (It's obligatory)
- 2 _____
make / small talk / at the beginning of meetings (It's a good idea)
- 3 _____
exchange / business cards / with each other (It's not necessary)
- 4 _____
do business / on the golf course (It's possible)
- 5 _____
learn / the job titles of everyone in the company (It's necessary)
- 6 _____
give / expensive gifts / to your host (It's not a good idea)

4 Mistakes with modal verbs

Some of the sentences below have a grammatical mistake. Find the mistakes. Write correct sentences where necessary.

- 1 Should I arrive before 10.00?
(correct)
- 2 You should to read this book.
You should read this book.
- 3 He doesn't have to write the report.

- 4 Do they might fly home tomorrow?

- 5 Rosa may not buy the car.

- 6 They have to not go. It's a holiday.

- 7 Andreas may to leave the company.


- 8 Should he going to Milan?

- 9 She have to call me back tomorrow.

- 10 Felipe shoulds arrange a meeting.

5 Practice drill: *should* and *have to*

 8.1 Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening script on p.85.

 Pocket Book p. 8

Pronunciation

Sentence stress and emphasis

 **8.2** Listen to the conversations. Underline the two stressed words in Lisa's replies.

- 1 BILL I think we should go by train.
LISA Well, I think we should go by plane.
- 2 BILL Tony may get here by 9.00.
LISA He has to get here before 9.00.
- 3 BILL Susie says we should try that new café.
LISA But Tania says we shouldn't.
- 4 BILL It's important to be honest with them.
LISA It's important not to tell them all the facts.
- 5 BILL You have to wear suits for formal meetings.
LISA But you don't have to wear suits in the office.

 **8.2** Listen again and repeat Lisa's replies.

Wordpower

Word building

- 1 Read the employer's references for members of his staff. Underline the correct adjectives and nouns.

Dear Mr Klein

Ms Cristina Lorca: letter of reference

I am happy to provide a reference for Ms Lorca, who has applied for the post of Administration Officer with your company.

During her three years with us, Ms Lorca has shown her *adaptable* / *adaptability*¹ as she has managed a wide range of tasks very well. Recently, we gave her a very *important* / *importance*² role in our move to a new data control system. The change was completely *successful* / *success*³, and there were no technical problems. The *successful* / *success*⁴ of that project was due to Ms Lorca's hard work.

Dear Ms Silvestrini

Mr Flavio Gianetti: letter of reference

I am pleased to support Mr Gianetti's application for the position of Regional Marketing Manager with your company.

During his five years with us, Mr Gianetti has shown real *ambitious* / *ambition*⁵ and has moved up from management trainee to become our youngest area manager. During these difficult economic times, he has used his *creative* / *creativity*⁶ to find new answers to old problems. He is highly *organized* / *organization*⁷ and always plans his time and work carefully. Earlier this year he was responsible for the *organized* / *organization*⁸ of a very successful advertising campaign for our company.

- 2 Read what the people say about themselves. Then match four of the adjectives in the box to each person.

ambitious	efficient	insensitive	unambitious
creative	honest	reliable	unpunctual
disorganized	impatient	sociable	unsociable

My good points

I want to be successful at work and get a top job in the company. I usually do tasks quickly and well, and get them right first time.



Armand

My bad points

I get angry when other people are slow. Friends tell me that I often say the wrong thing and hurt other people's feelings.

I love my job as an interior designer – I have to think of great new ideas for people's homes. I spend a lot of time with other people when I'm working, and I really enjoy that.



Maria

I'm never on time for meetings. And my studio is very untidy, so I often can't find things. That's why I'm late for so many meetings!

I build kitchens. I tell customers what I can do for them and when, and I do exactly that. And I always charge a fair price.



Jason

My brother wants me to make my one-man business into a company, but I don't want anything big like that. I like living and working alone – people are too much trouble!

Armand: ambitious.

Maria: _____

Jason: _____

Invitations

Two German colleagues are talking to Lucy soon after her start at Koenig Auto GmbH in south Germany. Complete the conversation. Use the phrases in the box.

How about	Thanks a lot, but
Would you join me	I'd love to, but I'm afraid I can't.
why don't you come with us?	Thank you. I'd enjoy that very much.
Would you like to join us?	

- DIETER How was your first week, Lucy?
- LUCY You do things differently here, but everyone has been very helpful.
- DIETER Good. We're all going out for a meal after work. _____ 1
- LUCY _____ 2 You see, I promised my new neighbours I'd go to their barbecue at 6.00.
- HELGA Oh, that's a pity. ... I'm going into town tomorrow morning. _____ 3 there for lunch? I could show you the old castle in the afternoon. _____ 4
- LUCY _____ 4 I'm meeting an old college friend in Munich tomorrow. Sorry!
- HELGA No problem. What about Sunday? Some of us are going on a trip to the Bodensee – that's Lake Constance in English. _____ 5 joining us?
- LUCY That sounds nice.
- DIETER Yes, it's beautiful at this time of year, so _____ 6
- LUCY Are you sure?
- HELGA Yes, of course. You're very welcome. _____ 7
- LUCY _____ 7
- DIETER Good. We'll pick you up at 8.30 on Sunday morning.



8.3 Listen to the conversation and check your answers.

8.4 Listen and repeat the phrases on the Student's CD/Cassette.



Pocket Book p. 18