

UNIT 2

Language focus

1 Present Simple

Complete the magazine article. Use the Present Simple form of the verbs in brackets.

INDIA'S HIGH-TECH CITY

going global



On busy Mahatma Gandhi Road, hundreds of small shops sell ¹ (sell) everything from gold to hot food. Business ² (take) place from morning until night. It ³ (seem) like a normal Indian city street – but all the roofs ⁴ (have) satellite dishes. Mahatma Gandhi Road, in the clean, green city of Bangalore, is the centre of India's new software industry.

Indian software engineers are very good, and they also ⁵ (speak) good English. Large organizations like IBM and Siemens ⁶ (want) their skills.

The German company Siemens, based in Munich, ⁷ (employ) hundreds of engineers in Bangalore as troubleshooters*, and the system ⁸ (work) like this. When the Munich engineers ⁹ (find) a problem, they ¹⁰ (send) the data at the end of their day. The Indian section ¹¹ (deal) with the problem and then ¹² (return) the data – before next morning in Germany!

*troubleshooter: a person who deals with problems in a company/organization

2 Present Continuous: spelling

Write the Present Continuous form of the verbs in the box in the correct column.

become	get	reduce	stop	try
cut	grow	start	take	use
forget	handle	stay	travel	work

answer-ing

arriv(e)-ing

begin-n-ing

growing

becoming

cutting

3 Present Continuous positive

Complete the sentences. Use the Present Continuous form of the verbs in brackets.

- 1 The world *is becoming* (become) a very small place.
- 2 Business people _____ (travel) to lots of different countries.
- 3 The Internet _____ (reduce) the cost of communication.
- 4 International phone calls _____ (get) cheaper.
- 5 Business _____ (begin) to work in new ways.
- 6 E-commerce _____ (grow) very quickly.
- 7 Some US companies _____ (handle) their paperwork overnight in Ireland.
- 8 Some UK companies _____ (answer) customer inquiries through call centres in India.
- 9 Many organizations _____ (try) to reduce their costs.
- 10 Employees _____ (work) from their computers at home.



4 Present Continuous positive and negative

DfComp is a computer company on Mahatma Ghandi Road. Write sentences about the company's current activities. Use the words in brackets and the Present Continuous form.

- 1 *The company is expanding its activities in India.*
(the company / expand / its activities in India)
- 2 _____
(the company / not employ / new staff in the Bangalore office)
- 3 _____
(they / open / new offices in Chennai and Mumbai)
- 4 _____
(the company / not plan / to expand overseas at the present time)
- 5 _____
(sales of the company's home computers / increasing)
- 6 _____
(they / not make / changes to their software programs)
- 7 _____
(the Managing Director / have / a lot of meetings with IBM)

5 Present Continuous questions

Sue MacDonald is telephoning her business partner, Ian Taylor. Complete the conversation. Use the Present Continuous form of the verbs in the box.

do	enjoy	tell	work
do	phone	visit	

- SUE Ian? It's Sue here. Good afternoon from Spain.
- IAN Hello, Sue! Are you enjoying ¹ your trip?
- SUE Yes, I am. Miguel is introducing me to a lot of new contacts.
- IAN Ah, Miguel, your new agent! _____ ² a good job?
- SUE Yes, an excellent job.
- IAN So, where _____ ³ from?
- SUE I'm in Seville.
- IAN Seville? Who _____ ⁴ in Seville?
- SUE Miguel knows an important olive oil supplier here.
- IAN So, what _____ ⁵ right now?
- SUE I'm with the Sales Director of the olive oil company.
- IAN _____ ⁶ him about the demand for good olive oil in the UK?
- SUE Yes, I am, and I need the latest sales figures for our discussion. _____ ⁷ on them at the moment?
- IAN Yes, I'm printing them now – and they're good!
- SUE That's great! Could you fax them to me?
- IAN Sure.



6 Present Simple and Present Continuous

Complete the text. Use the Present Simple or Present Continuous form of the verbs in brackets.



Ian Taylor and Sue MacDonald
live _____¹ (live) in London, and
 they _____² (run) a small
 company that _____³ (import)
 fine food. After a slow start two years ago,
 their company _____⁴ (grow)
 fast now. Sales _____⁵ (rise) and
 they _____⁶ (try) to increase
 their range of products. Sue usually
 _____⁷ (deal) with this part of
 the business. Her agent in Spain, Miguel Sanchez, _____⁸
 (look) for new suppliers for her at the moment. This week, Sue
 _____⁹ (visit) some of them with Miguel. Today, they
 _____¹⁰ (have) a meeting with an olive oil supplier in Seville.

7 Practice drills: Present Continuous

2.1, 2.2 Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on p.79.



Pocket Book p. 11

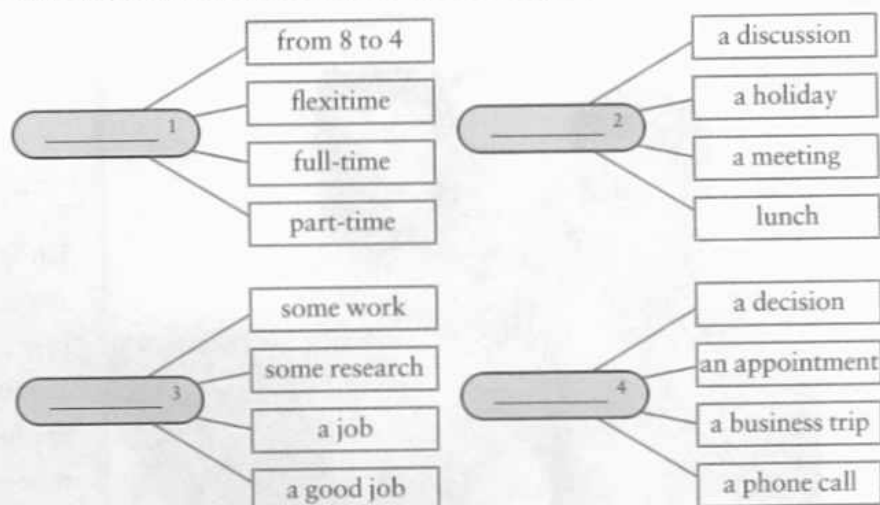
Pronunciation Strong and weak forms of *do* and *does*

Read the sentences aloud. Is the pronunciation of *do* strong or weak? Tick (✓) the correct column.

	a (strong)	b (weak)
1 Do you know the place?	_____	_____✓
2 Yes, I do.	_____✓	_____
3 Where does he work?	_____	_____
4 Does he work in Paris?	_____	_____
5 Yes, he does.	_____	_____
6 When do they leave?	_____	_____
7 Do they often fly?	_____	_____
8 Yes, they do.	_____	_____

2.3 Listen and repeat the sentences.

- 1 Write *do*, *have*, *make*, and *work* in the correct group below.



- 2 Complete the sentences. Use the phrases from the verb groups in 1.

1 A: Could I make an appointment to discuss the sales figures?

B: Of course. Is Friday at two OK?

2 As usual, your work is very good. You always _____.

3 A: What are your hours?

B: I _____ – two days a week.

4 We _____ here. You can start at 8.30, 9.00 or 9.30.

5 It's 12.30. Let's go to the pizzeria and _____.

6 Could I use your mobile? I need to _____.

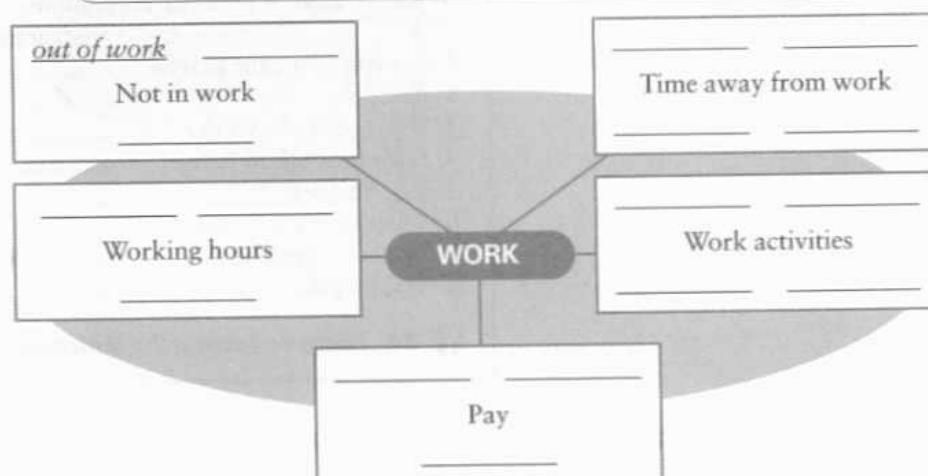
7 A: I want to find information about the market in France.

B: Why don't you _____ on the Internet?

8 I usually _____ in September when the weather is good.

- 3 Complete the word map. Use the words and phrases in the box.

emails	meetings	reports	unemployed
flexitime	out of work	retired	wages
full-time	part-time	salary	
holidays	paternity leave	sick leave	
maternity leave	phone calls	sick pay	




Making contact


Complete the telephone conversation. Use the phrases in the box.


Could you ask her to call me
I'm sorry, she's away today.
Can you spell that, please?
Who's calling, please?
Hold the line, please.

Can I speak to
can I have your number?
Could you give her a message?
Could you tell me your name again

- RECEPTIONIST Good afternoon. Global Travel. How can I help you?
- CALLER Hello. _____ ¹ Emma Norton,
please?
- RECEPTIONIST _____ ²
- CALLER It's George Kolasinski.
- RECEPTIONIST Thank you. _____ ³ I'll put
you through to her office.
- CALLER Thank you.
- COLLEAGUE Emma Norton's phone. David Lawson here. Can I help you?
- CALLER Oh, this is George Kolasinski. Could I speak to Emma,
please?
- COLLEAGUE _____ ⁴
- CALLER Oh, no! I need to speak to her – it's quite important.
- COLLEAGUE Perhaps I can help you.
- CALLER Thank you. _____ ⁵
- COLLEAGUE Yes, of course.
- CALLER _____ ⁶ tomorrow morning?
- COLLEAGUE Yes, certainly. _____ ⁷, please?
- CALLER It's Kolasinski. George Kolasinski.
- COLLEAGUE _____ ⁸
- CALLER It's K-O-L-A-S-I-N-S-K-I.
- COLLEAGUE And _____ ⁹
- CALLER It's 0-1-6-5-7, 3-double two-5-8-9-0.
- COLLEAGUE Right. So that's Mr George Kolasinski on 0-1-6-5-7, 3-double
two-5-8-9-0.
- CALLER That's it. Thanks very much. Goodbye.
- COLLEAGUE Goodbye.

 **2.4** Listen to the
conversation and
check your answers.

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

 Pocket Book p. 22

TELEPHONE MESSAGE PAD	
To: Emma Norton	From: David Lawson
Date: 15 October	Time: 3.45
While you were out	
Mr George Kolasinski	
of:	
Phone No. 01657 3225890	
<input checked="" type="checkbox"/> Telephoned	<input checked="" type="checkbox"/> Please call
<input type="checkbox"/> Was in to see you	<input type="checkbox"/> Will call back
<input type="checkbox"/> Wants to see you	<input checked="" type="checkbox"/> URGENT
<input type="checkbox"/> Returned your call	
Message: Call tomorrow morning	