UNIT 7 Creativity

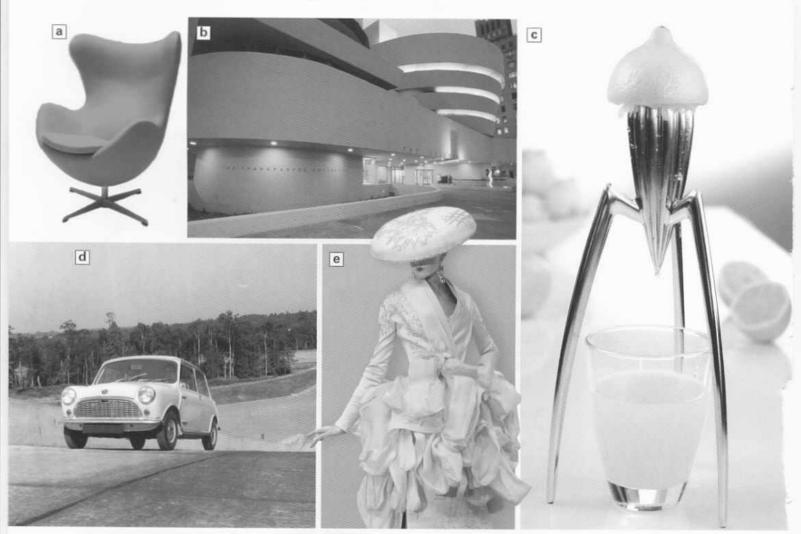
▼AGENDA

- Conditionals: Zero, 1st, 2nd Functions using if
- Creative thinking Phrasal verbs 1
- Building a relationship
 Being less direct
- Clarifying

Language focus 1

Can you match the names of the designers with the designs? What do you think of the designs?

Arne Jacobsen Christian Dior Frank Lloyd Wright Alec Issigonis Philippe Starck



What sort of creative design do you like, for example, buildings, everyday objects, works of art, clothes?

- 2 How can people develop their creativity? Add your own ideas to the list.
 - · creative input read books, go to art galleries, ...
 - · thinking time get up 30 minutes earlier every morning, ...
 - creative environment working with other creative people, managers who
 encourage original ideas, ...



The Metropod

7.1 Listen to this report about sleep and compare your ideas. Do you think sleeping at work is a good idea? What could the advantages or disadvantages be?

Conditionals: Zero, 1st, 2nd

Match the sentences with the type of conditional.

- 1 If your boss refuses to sanction official snoozes, you'll have to find another way of napping at work.
- 2 If the working day was made more flexible ..., companies would reap the rewards.
- 3 If you sleep too long and too deep, it often takes a while to become fully alert again.
 - a Zero conditional: if + Present Simple + Present Simple
 - b 1st conditional: if + Present Simple + will
 - c 2nd conditional: if + Past Simple + would

Describe the use of each type of conditional.

We use the _____ to ____

- a refer to a possible but less likely situation
- b refer to a possible situation
- c refer to a general truth

Will and would can be replaced by a modal.

If you don't sleep enough, you might not fulfil your potential.

If beds were installed in the workplace, people could rest and make up the time elsewhere in the day.

What is the difference in meaning between:

- 1 If you don't sleep enough, you might not fulfil your potential.
- 2 If you don't sleep enough, you will not fulfil your potential.



Pocket Book p.3-4

Practice

- Work in pairs. Which of these situations is possible or possible but unlikely for your partner in the coming year?
 - · get promoted in the next year
 - · travel abroad
 - · go on a business trip
 - · be transferred abroad
 - · move house
 - have a vacation
 - · go on a training course

Ask your partner a question depending on the likelihood of the event. For example, 'If you get promoted this year, what difference will it make to you?'

- Work in pairs. What would you do in the following situations?
 - 1 You have a brilliant idea which you tell your colleagues. One of these colleagues presents your idea to your boss without acknowledging that it was your idea.
 - 2 You notice that a colleague spends more time on the Internet than working.
 - 3 You see a colleague putting a couple of company pens and notepads in their briefcase and then going home.
 - 4 A colleague speaks very rudely at a meeting with clients. However, the colleague appears to be completely unconcerned.
 - 5 Your boss asks you to do some overtime on an evening when you have an important family meeting. You are currently being considered for promotion.

- 3 Choose the best form to complete the sentences.
 - 1 In what period of the day do/would you most like to work if you will have/have/had/would have the choice?
 - a) morning b) afternoon c) evening d) night
 - 2 If your company/organization was/were/would be an animal, what animal would it be/was it?
 - a) snail b) eagle c) elephant d) shark e) lion f) swan g) ant h) other (you decide)
 - 3 If your company (or current project) can/could be compared to a human being, what stage in its life would it be living in? a) babyhood b) childhood c) adolescence d) 20s e) 30s f) middle age g) due for
 - 4 What will/does your boss say if you will be/are/were late for work tomorrow? a) nothing at all b) nothing serious c) it depends how late I am
 - 5 In relation to your job/studies, if you are/were/will be able to have more of just one of the following, which would/will you opt for? a) holidays b) responsibility c) challenges d) money e) recognition

In pairs or small groups ask and answer the questions.

Language focus 2

- 7.2 Listen to seven short exchanges. Can you match the exchange with the function below?
 - a Giving advice

retirement

- b Making an offer
- c Asking permission
- d Reporting
- e Talking about a future possibility
- f Making a request
- g Making a suggestion

Functions using if

If can be used to perform a range of functions.

Fill in the gaps for the sentences from listening script 7.2 and name the function.

you could let me know by Wednesday.
, I'd have a few days off. I'd be __

If I __

If you _____ any help, just let me know.

Is it ____ I make a phone call?

If you sign up by the 30th, you _____ save 20 per cent on your next purchase.

He asked _____ we ____ meet at 2.00.

If you ______ time, you ______ visit the museum.

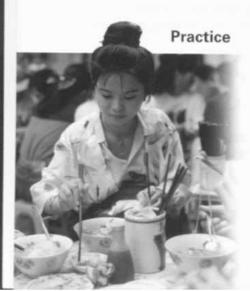
In which of the sentences from listening script 7.2 can we reverse the word order? For example:

If I were you, I'd have a few days off.

I'd have a few days off if I were you.



Pocket Book p.4-5



- Finish these exchanges.
 - ____ (taxi). a A I'd be grateful _
 - B Certainly. Is that to go from the hotel to the airport?
 - b A Can you recommend somewhere to eat?
 - B If I were you, _____ (noodle restaurant). They do an excellent Pho.
 - c A Is it your first time in Ho Chi Minh City?
 - B Yes, it is.
 - A Well, if __ ___ (information), _
 - d A Is it OK if _____ _ bags here?
 - B I'm afraid Security will have to take care of those.



e A I've got a day free tor	norrow. I'd be grateful for some
suggestions.	
B If you	(sightseeing), you

(Giac Lam Pagoda).

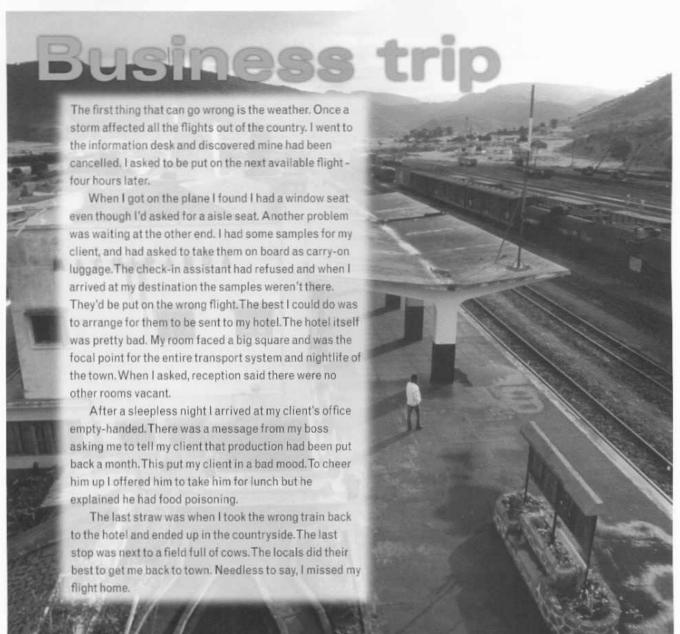
f A Are there any more flights today?

_____ the last flight to Hanoi. B If _____ (quickly), __

g A Did you hear what he said?

where the hotel is. B I think he

What sort of thing can go wrong on a business trip - the weather, the flight, baggage, accommodation, getting around, the company you are visiting? Read the text and compare your answers.

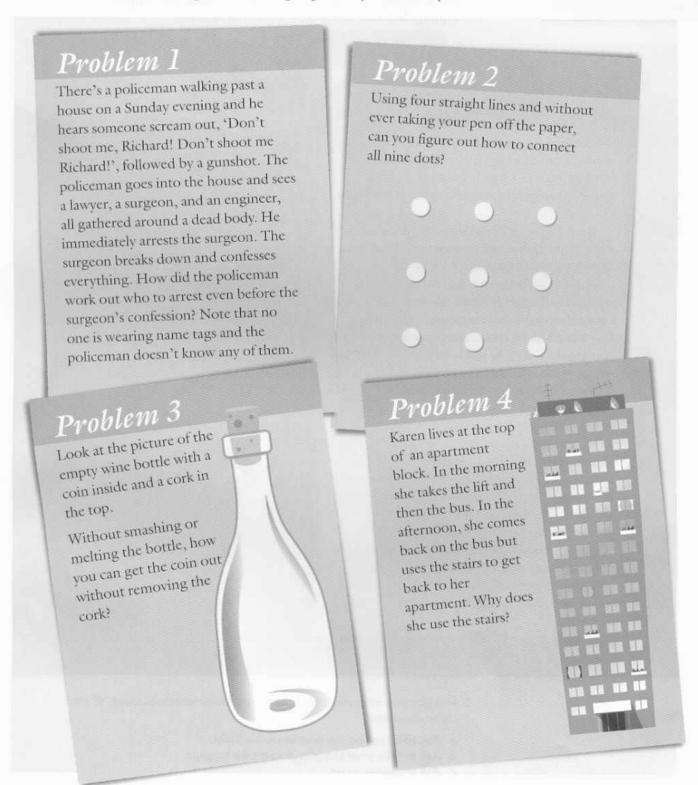


- 2 Imagine you were on this business trip. Make sentences using 'if' for these situations.
 - a Ask to be put on the next available flight.
 - b Ask to take your samples as carry-on luggage.
 - c Ask to change seats.
 - d Ask to change hotel rooms.
 - e You are asked to give a message to your client.

Wordpower

Creative thinking. Phrasal verbs 1

- What do you understand by 'creative thinking'? How is it different from ordinary thinking? Which of the following is *not* directly related to creative thinking?
 - · flexible thinking
 - · originality
 - · logical thinking
 - brainstorming
 - · lateral thinking
- 2 1 Work in groups and try to solve the problems.



2 7.3 Listen to the solutions. Were they the same as yours?

Match the phrasal verbs in bold in A with their meanings in B. 1 Brainstorming is the best way to go about the 'Karen' problem ... a subdivided 2 ... then you go through what you've come up with. b examine, analyse 3 So what solutions did your group come up with? c generate, formulate, find 4 A couple of us put forward some pretty conventional solutions. d suggest, propose 5 After we'd broken these ideas down into various areas ... e realize, find an answer which 6 We figured out that the height of the buttons was probably the key. explains something f approach, tackle Many phrasal verbs have both a literal and a more abstract meaning. Replace the break down verbs in bold with the phrasal verbs in the box. go into work out 1 The secret of problem solving is dismantling this block. 2 How did the policeman understand who to arrest? 3 Can you explain in a bit more detail what you mean by 'mental blocks'? 4 The policeman enters the house. 5 The surgeon loses control and confesses everything. 6 I'm going down to the gym to do some exercise. The same phrasal verb may have several abstract meanings. Complete the sentences with about, into, or through. before you can emigrate. 1 Certain formalities have to be gone ____ Despite the threat of war, people went ______ their business as usual. 3 He went ______ a long explanation of the affair. 4 How should I go _____ finding a job? 5 I always start the day by going _____ my email. 6 More government money needs to go ______ the project. 7 She has gone ______ teaching.
8 She's been going _____ a bad patch recently. Source: All sentences from Oxford Advanced Learner's Dictionary 7th edition, Oxford University Press 2005. Work in groups. Discuss one or more topics 1-6 below. What is the best way to ...? 1 go about: 2 break down: 3 work out: solving sudoku stereotypes how old someone is puzzles without asking them defences in a sport making new friends what someone is fears thinking getting promoted how to use a new computer program 4 come up with: 5 go into: 6 go through: a good definition of a new market for a an appraisal with an intelligence company employee a company logo an interview life

a new chat room

ideas for a start-up

company

university

Skills focus

Building a relationship. Being less direct

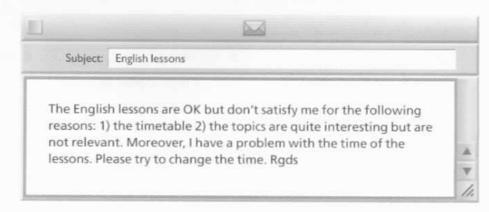
- Work in pairs. Discuss the questions. 'How do I find a balance in my emails between social chatting and getting down to business?' 'When I send emails to people, I'm worried I may be being too direct and rude. What can I do?'
 - 2 (7) 7.4 Listen to what the experts say, and compare it with your own answers.
 - 3 In your country, how important is social chatting in a work relationship? What do you do, if anything, to promote these relationships? How direct do people in your country tend to be when giving criticism?
- Look at these phrases that the experts recommended using. Complete the sentences with the words in the box.

	bother	flexible	getting	hope
	making	things	saved	wondering
1	1 Thanks for		back to me so me a lot	

2 How are _____

of time.

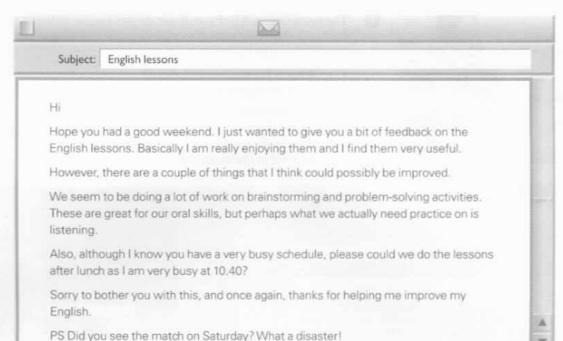
- 3 Thanks for being so ______ on this.
- 4 Sorry to ______ you with this but ...
- 5 I was ______ if you could ...
- 6 I ______ everything is going well with you.
- 7 I think we've been ______a lot of progress together.
- 2 Which phrases could you use a) at the beginning of an email? b) to say something positive? c) to make a request more indirect?
- 3 1 What would you write to a friend who:
 - 1 has just come back from holiday?
 - 2 has just been promoted?
 - 3 has just bought a new house?
 - 4 has just had a baby?
 - 2 (7) 7.5 Listen and match the sentences you hear with the four situations.
- Read the email. How effective is it? How similar is it in tone to the type of emails you write? How positive sounding are words like OK and quite?











- 1 What do you notice about the beginning and ending?
- 2 What is the proportion of critical/negative sentences to positive sentences?
- 3 How does the writer attempt to empathize with the reader in paragraph 4? Why does the writer express the request in the form of a question?
- 1 Note the position in the phrase of just, possibly, actually, please and sorry in **5**, and how the first three help to soften the tone.
 - 2 Complete the sentences with one of the words in brackets.
 - 1 I forgot to send the attachment. (please, sorry)
 - 2 I wanted to ask you a couple of things. (just, possibly)
 - 3 Could you tell me how to get to your office. (actually, possibly)
 - 4 Could you do this by tomorrow. (just, please)
 - 5 I'm afraid I don't know the answer to that question. (actually, possibly)
- Imagine you are writing to a colleague. Use the phrases a-e to make the sentences 1-5 sound less direct or less negative.

Example Too direct: The document should be improved in the following areas: Less direct: The document is looking good. Thanks very much for all your hard work. Just a couple things might need changing.

- a Give me a ring if that's not convenient.
- b However, there are some areas you might consider revising.
- c It was really useful thank you.
- d I was wondering whether
- e It might be an idea to do X, what do you think?
- 1 I need to change the time of the meeting to 10.30. Rgds. Pete
- 2 The document is not bad. Please insert an introduction.
- 3 I need some help with a translation. Pls come to my office at 11.00.
- 4 I saw your presentation on creativity tools yesterday. I thought it was OK. Please send me a copy of the handout.
- 5 Your report looks like a rough draft. You must make the following changes:
- What changes would you like to make to your work environment, e.g. better lighting, larger desks? Write an email to your immediate boss or supervisor making suggestions for these changes, but trying to put everything in a positive light. Begin and end with some chat.

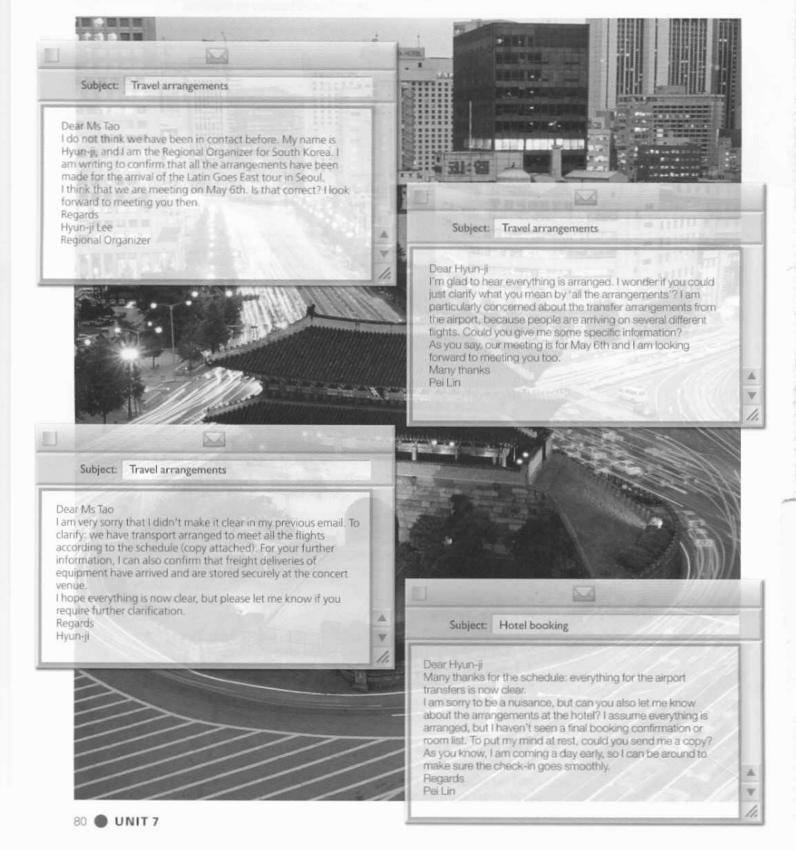
Focus on functions



Clarifying

The musicians and IntEx staff are about to arrive in Seoul at the start of the tour. Pei Lin is clarifying arrival arrangements with the regional organizer, Hyun-ji. Read their email exchange.

- 1 a What is Pei Lin worried about?
 - b What arrangements has Hyun-ji made?
- 2 What expressions do they use to:
 - a ask for clarification?
 - b give clarification?
 - c respond to clarification?



- 2 7.6 Pei Lin and Frits are now in Seoul dealing with the arrival of the tour party. However, there is a problem concerning Aleks' arrival. Listen to the extract from the phone conversation between Pei Lin and an airline operator.
 - 1 What is the problem with Aleks?
 - 2 What is Pei Lin trying to find out?
 - 3 Complete the sentences beginning with the following:

Could you _____ ?

What exactly _____ ?

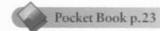
So, if ______.

Not ______.

OK, I see ______

So if ______.

- 4 Check your answers with listening script 7.6 on page 128.
- 3 7.7 Listen to Pei Lin's conversation with Frits.
 - 1 What information is Frits checking or clarifying?
 - 2 What information is Pei Lin unable to clarify?
- 4 1 7.7 Find seven mistakes in the conversation below. Then listen to the conversation again and check your answers.
 - 2 What phrase does Pei Lin use when she is unable to clarify?
- Frits It's a really bad line. Can you just run that through me again? Basically what are you saying is that Aleks is not going to make the meeting tonight?
- Pei Lin Exactly.
 - Frits And, correct me when I'm wrong, she might not even make it for the opening concert?
- Pei Lin It's hard say. I've asked Hyun-ji, the local rep, to go down to the airport because the airport really couldn't tell me. She should call me any moment now.
 - Frits OK, I'd better get off the line. Before I go, I just wanted to control your room number, in case I need to call you.
- Pei Lin It's 623.
 - Frits Did you tell 6-2-3?
- Pei Lin That's right. I'll call you when I get more news.
 - 1 (7) 7.6, 7.7 1 Listen to the conversations again, or look at listening scripts 7.6 and 7.7. Find examples of:
 - a asking for clarification
 - b giving clarification
 - c responding to clarification.
 - 2 Compare the phrases with the ones from the email exchange in **1**. Which expressions are more common in written/spoken communication?



Work in pairs. You are both attending a conference related to your work or study. Go to Information File 6 and write email exchanges using the notes and prompts.