



# Bytes4Future Group A BUSINESS ENGLISH WORKSHOP

BUSINESS PARTNER A2 UNIT 1:WORKING DAY

# Working Day

- ▶ Lesson outcomes: learners can describe work activities and tasks; schedule events; greet a visitor, make introductions and talk about people and roles, answer questions about Jobs.

# Jobs

- ▶ This is my father, he is Portuguese and has been living in São Paulo for many years now. He is a trader, he works at his own bakery.
- ▶ He likes figs!





Match the photos (A-D) with the correct jobs (1-8).



- 1 Production Engineer
- 2 Sales Manager
- 3 Sales Assistant
- 4 Digital Designer

- 5 Admin Assistant
- 6 Finance Officer
- 7 Project Manager
- 8 IT Specialist

# Jobs and tasks

Read about two jobs. Choose a job from Exercise 1A to complete the descriptions.

- A** I'm a(n) \_\_\_\_\_. I'm responsible for a team of five people. They often have meetings with customers. They sometimes work in the office and **call customers** on the phone. At the end of the week, they **do research** to find new clients. I sometimes **go to meetings** with important customers, so I often **travel for work**. I **analyse** sales **data**, and I often **write reports**. I also **do research** to find new clients. At the end of the day, I usually **make calls** to the other managers and to my boss, who works in a different location. My office hours are 9 a.m. to 5.30 p.m. but I'm so busy I never **finish work** before 5.30 p.m.

**B** Elena is a(n) \_\_\_\_\_. She usually **starts work** at 7 o'clock and she always has a lot of work to do. She **answers the phone** and **makes calls** or **writes emails**. She works with the sales team and often **processes orders** for them. She sometimes **goes to meetings** and takes notes. She rarely **travels for work**.

# Learn collocations

## **B** Complete the expressions with words from Exercise 2A.

1 go to meetings

2 \_\_\_\_\_ customers

3 process \_\_\_\_\_

4 do \_\_\_\_\_

5 \_\_\_\_\_ calls

6 \_\_\_\_\_ for work

7 \_\_\_\_\_ (sales) data

8 write \_\_\_\_\_ /emails

9 answer \_\_\_\_\_

10 \_\_\_\_\_ / \_\_\_\_\_ work

# Adverbs of frequency

**Work in pairs. Ask and answer the questions. Use the words in the box.**

0% ..... 100%					
never	rarely	sometimes	often	usually	always

## **How often do you ...**

- |                                    |                            |
|------------------------------------|----------------------------|
| <b>1</b> do research?              | <b>6</b> write emails?     |
| <b>2</b> go to meetings?           | <b>7</b> analyse data?     |
| <b>3</b> start work at 8 o'clock?  | <b>8</b> answer the phone? |
| <b>4</b> finish work at 5 o'clock? | <b>9</b> make calls?       |
| <b>5</b> write reports?            | <b>10</b> process orders?  |



# Practice

## Vocabulary

Choose the correct word to complete the sentences.

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- 1 She  to meetings every day. arrives / goes
- 2 He often has to  orders. process / analyse
- 3 I  emails every day. do / write
- 4 I always  work at 9 o'clock. start / make
- 5 In our job we  data every day. answer / analyse

# More practice

## Vocabulary

Choose the correct word to complete the sentences.

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- 6 He often  reports. writes / processes
- 7 They sometimes  research about new products. do / make
- 8 I rarely  work. travel for / travel about
- 9 We usually  work at 6 p.m. finish / stop to
- 10 We don't  calls to customers. make / speak

# Communicating properly



## FACTS AND ROUTINES



Grammar reference: page 102

+ I **am/'m** a Sales Manager.

You/We/They **are/'re** Production Engineers

He/She **is/'s** an IT Specialist.

+ I/You/We/They **always start** work at 8 o'clock.

I/You/We/They **usually come** to the office  
on Mondays.

He/She **often has** meetings.

It **usually finishes** at midnight.

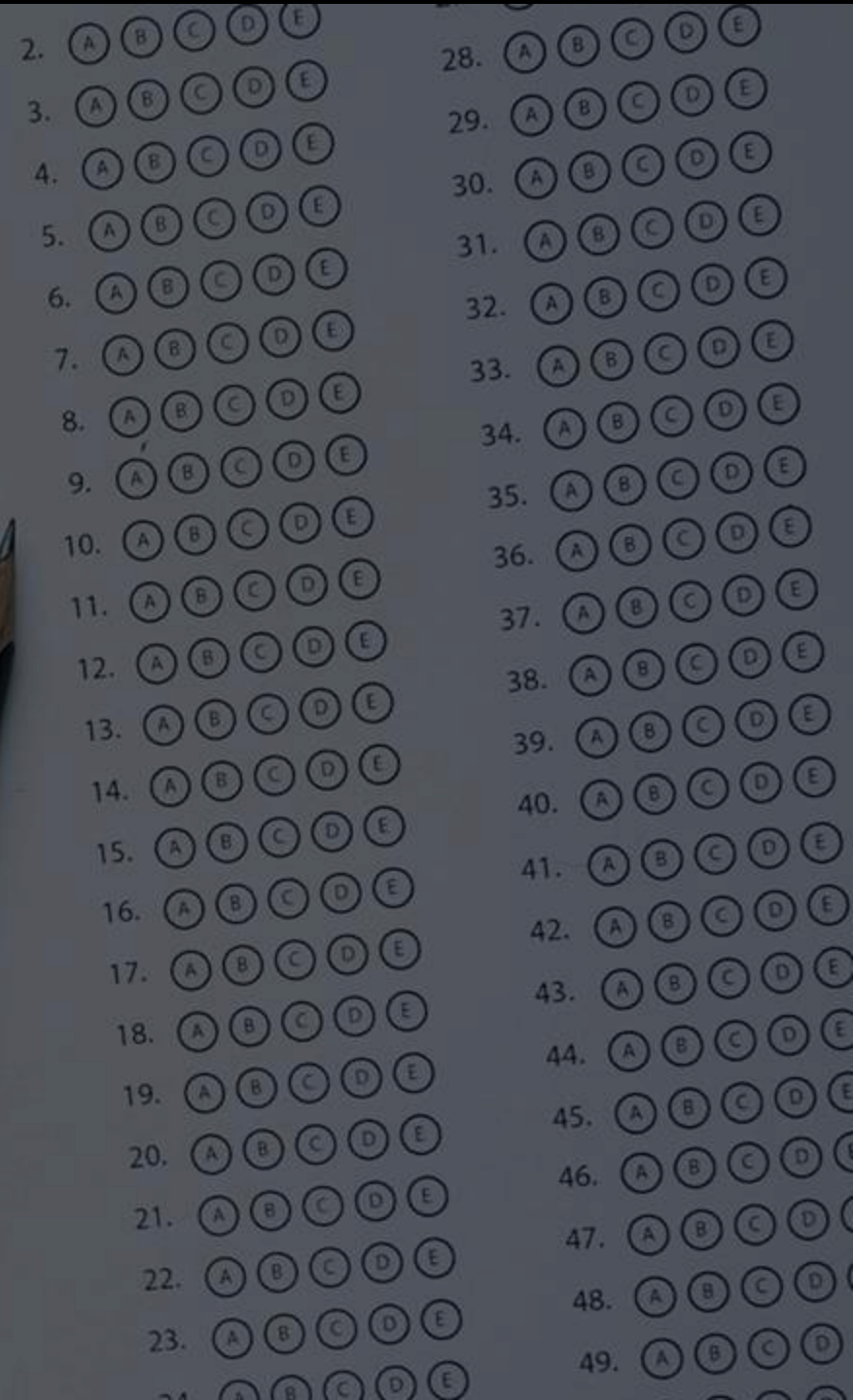
- I **am/'m not** a Finance Officer.

I/you/we/they **do not/don't call** customers.

He/She **is not/isn't** a Finance Manager.

He/She **does not/doesn't call** customers.

- ▶ Write sentences using the information on the cards.
- ▶ Read your sentences to your peers
- ▶ Compare and check them.



# Video

Watch the video. Match the job titles with the speakers 1–3.

Chief Executive Officer (CEO)   Senior Research Manager   Student Services Manager

**1** Liz

**2** Ellen

**3** Muj



# Video

Watch the video again. Tick (✓) the things that each person does.

Who ...	Liz	Ellen	Muj
starts work at 7.30?			
finishes work at 5.30?			
travels to other countries for work?			
has lunch at 1 o'clock?			
analyses data?			
writes reports?			

**Work in pairs. Talk about what each person does and doesn't do. Use the words in Exercise 3.**

*Liz never writes reports. Ellen ...*

**Work in pairs. Take turns to introduce yourself. Talk about these things.**

- Your name
- Some tasks/things you do
- Your job
- Your routine

*My name's Nick. I'm a factory worker. I help make cars. I always start work at seven-thirty.*

**Now work with another pair. Take turns to talk about your previous partner.**

*This is Nick. He's a factory worker. He helps make cars. He always starts work at seven-thirty.*

# Assessment

## Self-assessment

I can describe work activities and tasks.



# This is what I do ...



I ...



sometimes  
make calls.



often go to  
meetings.



usually write  
reports.



always plan  
my lessons.



don't travel  
for work.



What are the people in the pictures doing? Discuss.



# What type of meetings can we go to?

Read the calendar and to-do list. Match the words in bold with the correct definitions (a-g).

## SUSAN'S TO-DO LIST

Before planning meeting:

- <sup>2</sup>**Book** a meeting room
- Create a <sup>3</sup>**brief**
- Send out the <sup>4</sup>**agenda**

Before budget meeting:

- Get data from production
- <sup>5</sup>**Calculate** production costs

Before management meeting:

- Prepare a <sup>6</sup>**presentation**
- Get an <sup>7</sup>**update** from each team member

Susan's calendar					
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
11.00		Client meeting	<sup>1</sup> <b>Budget</b> meeting		Factory
12.00			Management meeting		
1.00					
2.00	Project planning meeting				Client meeting
3.00					

- a instructions for a work task
- b new information
- c to make a reservation
- d a plan about money

- e to work with numbers to find an answer
- f a list of things to talk about in a meeting
- g a talk about a project, work task, etc.

**4 Complete the sentences with the words in bold from Exercise 3.**

- 1** She needs to \_\_\_\_\_ a room for ten people for the meeting.
- 2** Money isn't a problem. The \_\_\_\_\_ says we have \$10,000 for the project.
- 3** The \_\_\_\_\_ says the meeting starts at 10 a.m. and we have five points to discuss.
- 4** The work isn't difficult. The \_\_\_\_\_ gives instructions about the job.
- 5** Jo and Sam have a new project. Their \_\_\_\_\_ about it was interesting.
- 6** How is your new job? Can you give me an \_\_\_\_\_ on it?
- 7** We need to prepare a budget. Please \_\_\_\_\_ the costs before the meeting.

## Scheduling meetings

**5A** Read the emails and number them in the correct order.

**A** \_\_\_\_

Hi David,    
Thanks for your message.  
I usually meet clients  
on Tuesdays and on  
Wednesday 27 March  
I have a management  
meeting all afternoon.  
How about Thursday  
28 March at 11.00 a.m.?  
We can meet for an hour.  
Best regards,  
Susan



**B** \_\_\_\_

Hi Susan,    
Sorry, I work at home  
on Thursday  
mornings. Is  
Thursday afternoon  
at 1.00 p.m. OK?  
Shall we meet in  
your office?  
Best regards,  
David



**C** 1

Hi Susan,    
I hope you are well.  
As you know, we need  
to have a new project  
planning meeting by  
Friday 29 March. I'm  
available all day on  
Tuesday or Wednesday.  
Are you available on  
those days?  
Best regards,  
David

**D** \_\_\_\_

Hi Susan,    
Perfect. See you  
at 2.00 p.m. on  
Thursday, in your  
office.  
Best regards,  
David


**E** \_\_\_\_

Hi David,    
I have a planning  
meeting at 1.00 p.m.  
How about  
Thursday afternoon  
at 2.00 p.m.?  
We can meet in  
my office.  
Best regards,  
Susan

- 1.00 1 o'clock  
 2.15 two-fifteen  
 3.30 three-thirty  
 4.45 four-forty-five  
 12.00 noon/midday (day)/  
 midnight (night)  
 a.m. morning  
 p.m. afternoon


**B** Mark the new project planning meeting on David's calendar.

	David's calendar				
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
10.00				Work at home	
11.00					
12.00					
1.00					
2.00					
3.00					

**6A**  1.01 Listen to a conversation between David and Susan. Write the work tasks in the correct place on David's calendar.

- Presentation
- Phone call
- New project planning meeting (new time)

# Listening

**B**  1.02 Complete the sentences with the words in the box. Then listen and check your answers.

about available busy date fine see shall then

- 1 We need to change the \_\_\_\_\_ of the new project planning meeting.
- 2 Are you \_\_\_\_\_ on Friday 29th, in the morning?
- 3 How \_\_\_\_\_ Friday afternoon?
- 4 Sorry, I'm afraid I'm \_\_\_\_\_ then.
- 5 Friday lunchtime is good. \_\_\_\_\_ we meet in your office?
- 6 I usually have lunch at 1 o'clock. How about \_\_\_\_\_?
- 7 Yes, that's \_\_\_\_\_. Then we can go to lunch for about an hour.
- 8 \_\_\_\_\_ you then.



# My pitch



Write



Check



Record



Check



Compare



Improve



Record