

Reading: A very important email

READING

LEVEL
Beginner

NUMBER
EN_BE_1244R

LANGUAGE
English

lingoda

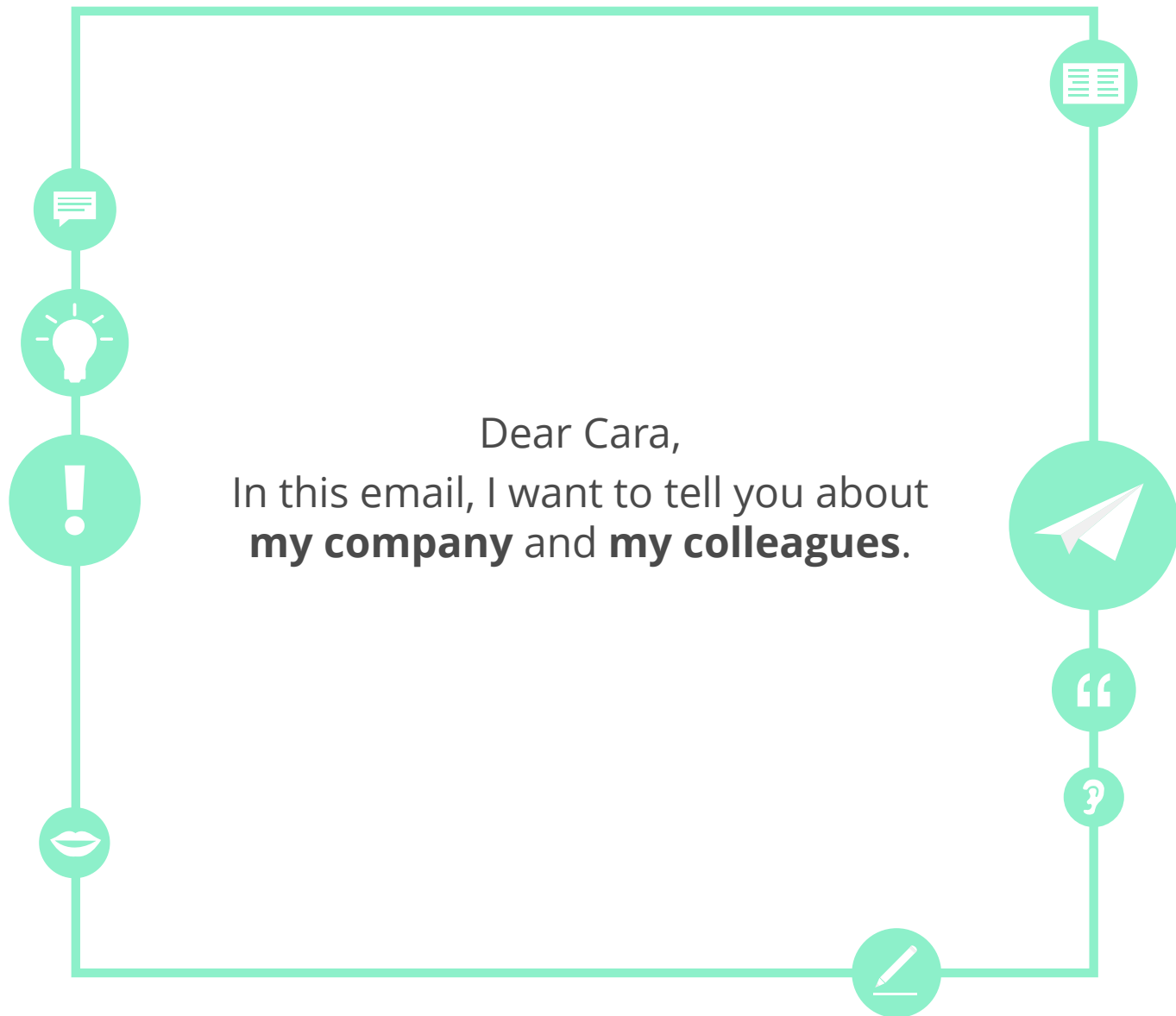




Goals

- Can read and understand a simple but important email about a company
- Can recognise and use basic vocabulary related to companies and businesses, showing possession with -s and of







Preview and warm-up

- In this lesson, you will **read** an **important email** about a company.



Dear Alex,



Vocabulary review

company

to produce

to supply

sell

customer

the United
Kingdom

German

French





Sentences



I work for a big **company**.

My company **produces** cars.



We **supply** cars to car sellers all over the country.

We **sell** our cars to **customers**.





Sentences



My colleague is from **the United Kingdom**.

I speak **German** and English at work.



My colleague Pierre speaks **French**.



A very important email from Jackie

Dear Alex,

In this email, I want to tell you about my company. I work for a company that produces laptops. We supply our laptops to schools in a lot of countries. We also sell laptops to our customers. Our customers are usually from the United Kingdom and other countries in Europe.





A very important email



We have meetings with people from other countries. It is important to make small talk before the meetings. We ask people about the weather in their countries and their journey to our office. We also ask people what they do in their free time, but we don't ask about their families or politics or religion!



True or false?

	TRUE	FALSE
1. Jackie's company makes laptops.	<input type="checkbox"/>	<input type="checkbox"/>
2. Jackie's company sells laptops to customers in the United States and Canada.	<input type="checkbox"/>	<input type="checkbox"/>
3. Jackie often has meetings with people from other countries.	<input type="checkbox"/>	<input type="checkbox"/>
4. Jackie thinks small talk is important.	<input type="checkbox"/>	<input type="checkbox"/>
5. Jackie makes small talk about politics and religion before meetings.	<input type="checkbox"/>	<input type="checkbox"/>



Complete the sentences

Complete the sentences about your company.

1. My company produces...
2. My company supplies...
3. My company sells...
4. Our customers are usually from...



Speaking

**Why don't we make small talk about politics and religion?
Is small talk important in your country?
Which topics are good for small talk in your country?**





A very important email

The HQ of the company is in London. Our office is in the centre of the city - my journey to work takes 10 minutes by train. Some of my colleagues' journeys take longer - sometimes an hour or more. We have offices in some other countries - France, Germany, the United States and Australia.





Multiple choice

1. The company's HQ is in ...

- a. France b. Germany c. Australia d. London

2. Jackie's journey to work takes...

- a. an hour. b. 10 minutes. c. 20 minutes. d. 2 hours.

3. Some of her colleagues' journeys take...

- a. 10 minutes. b. 2 hours. c. an hour or more. d. 10 minutes or more.

4. Jackie's company has offices in France, Australia, Germany and...

- a. South Africa. b. the United States. c. New Zealand. d. Canada.



Speaking

**How long is your
journey to work?**



**How long are your
colleagues'
journeys?**





Speaking

**What are the good and bad things about working in London?
Where is a good place to work for you?**





A very important email



We speak English at work but a lot of my colleagues speak other languages. My boss's name is Elena. She's from Greece; she speaks Greek, English and German. My favourite colleague's name is Camille - she's from France. Camille's office is near my office - we talk a lot.

What about your job? Where do you work and what do you do? What are your colleagues like?

Write to me soon,
Regards,
Jackie



Why were these languages mentioned in the text? Who speaks these languages?

Greek

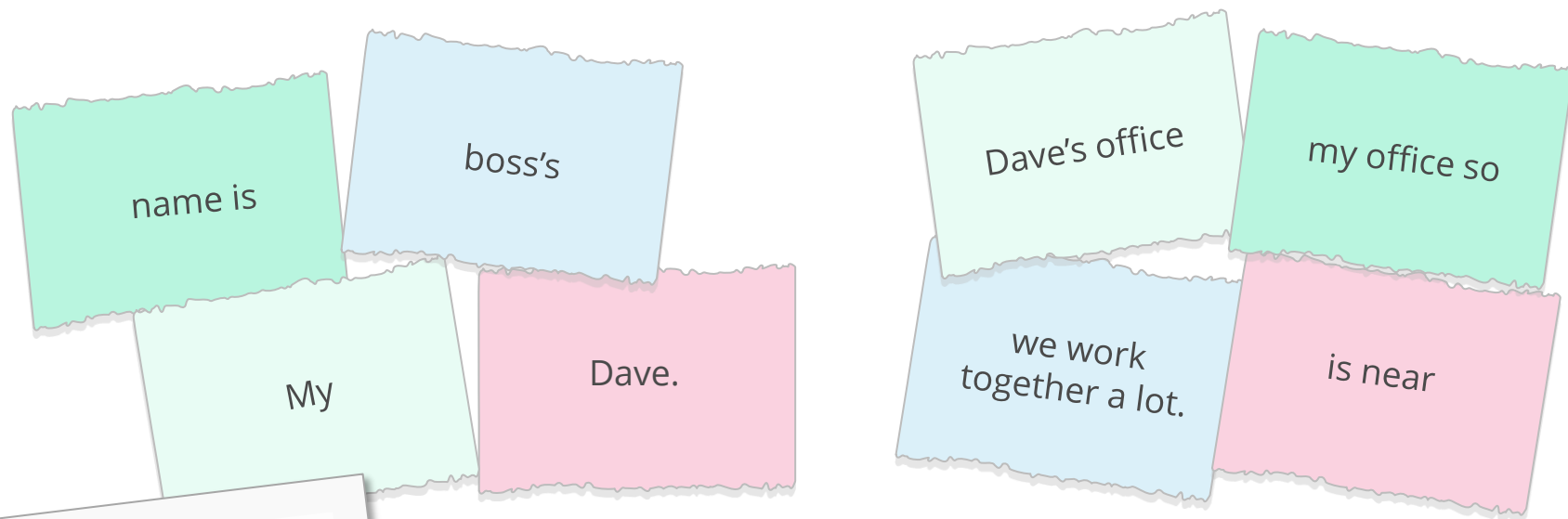
German

French

English



Unscramble – which does not contain a possessive?





Speaking

Answer these questions with your classmates.



1

What language do you speak at work?

2

Where is your boss from? What languages do they speak?

3

Who is your favourite colleague? Where are they from?



Email writing

Write one paragraph of an email about your colleagues. Use the text on p. 16 to help you.

To:

Subject: My colleague



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again

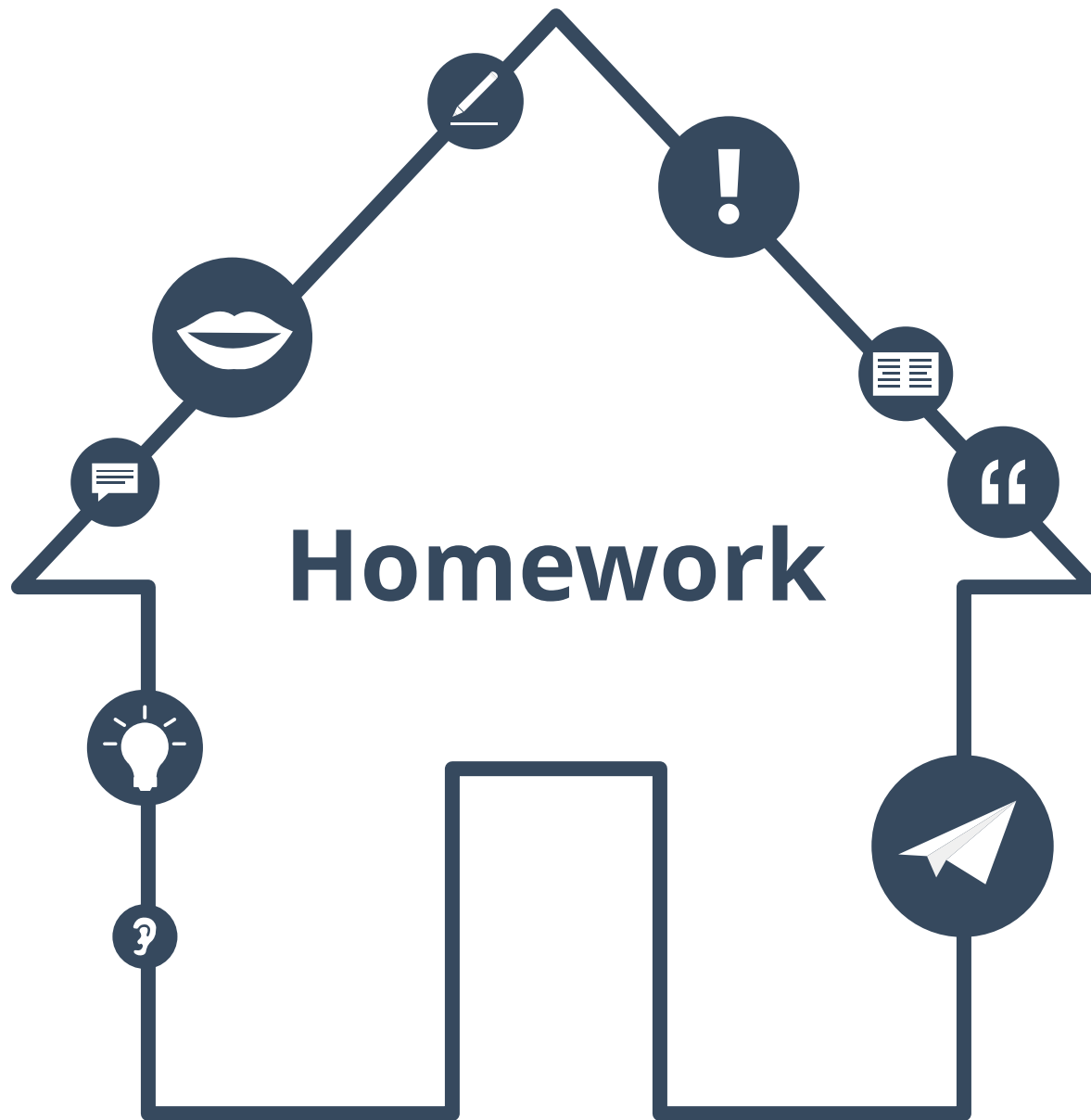


Answer key

Exercise p. 10
1. T, 2. F, 3. T, 4. T, 5. F

Exercise p. 14
1. D, 2. B, 3. C, 4. B

Exercise p. 19
The boss' name is Dave. Dave's office is near my office so we work together a lot. My colleagues are from all over the world. (The last sentence does not contain a possessive.)





Unscramble

A

is name
My company's San Bernard Solutions.

B

all speak My colleagues
English and German.

C

office my office.
is next to My colleague's

D

20 minutes. Ben's journey
to work takes



Email writing

**Write a paragraph about your company in an email to a friend.
Use the text on p. 7 and 8 to help you.**

-

□

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To:

Subject:

Dear...



Homework answer key

Exercise p. 25
A. My company's name is San Bernard Solutions. B. My colleagues all speak English and German. C. My colleague's office is next to my office. D. Ben's journey to work takes 20 minutes.



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