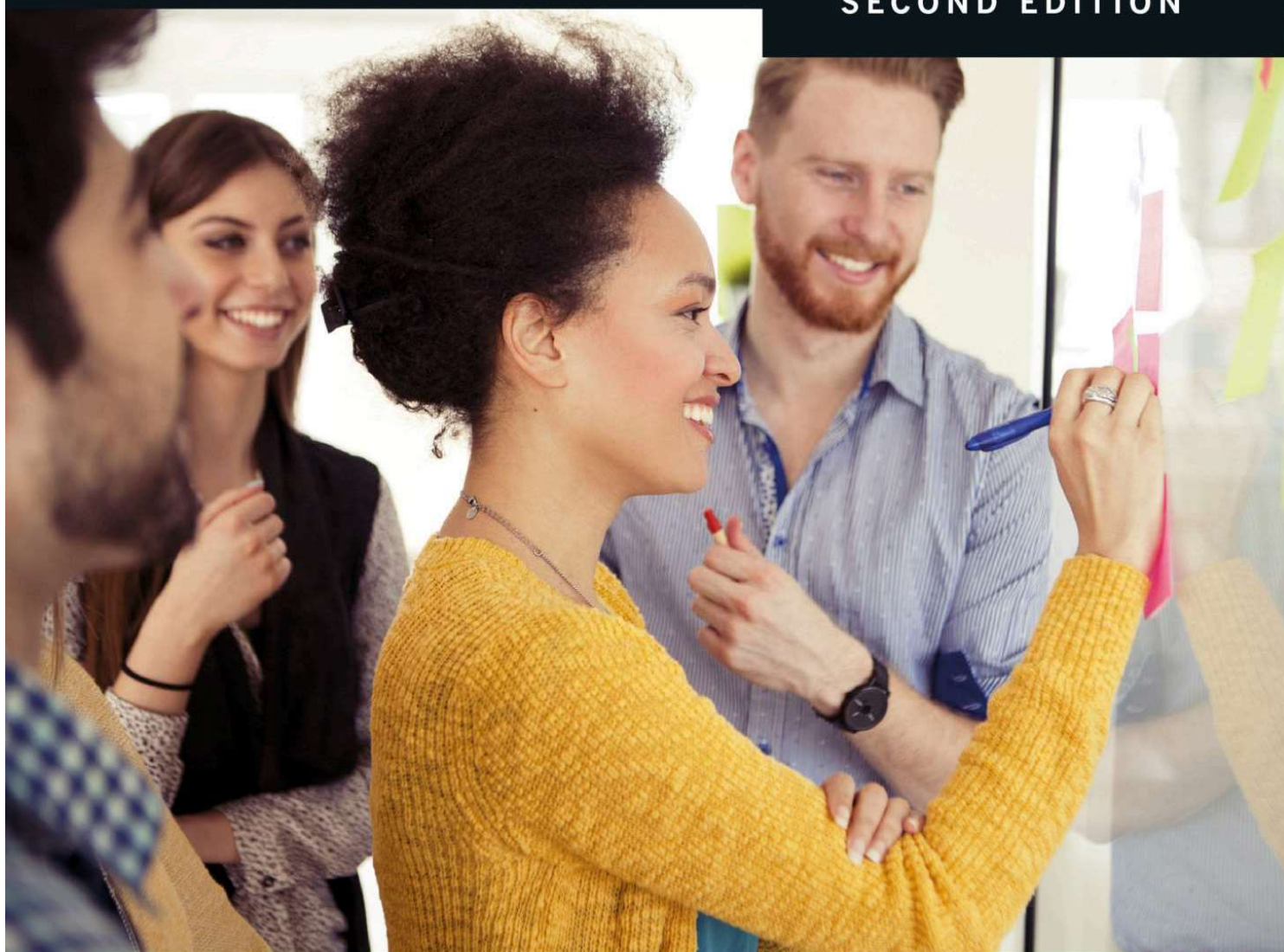


OXFORD

Business Result

SECOND EDITION



Pre-intermediate *Student's Book*

David Grant, Jane Hudson & John Hughes

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1

Companies

Starting point

- 1 What kind of company do you work for?
- 2 Do you think it's better to work for a large or a small company?

Working with words | Company facts

- 1 Work with a partner. What do you know about these companies?

Ben and Jerry's Michelin Yahoo! Samsung Ikea



- 2 Read this text. Match descriptions 1–5 to the companies in 1.

1 This company **provides** many different Internet services, including news, online shopping and email. Most of its **revenue** comes from advertising on its website. Its head office is in Sunnyvale, California.

2 This company makes tyres for cars and other vehicles. It is **based** in France, but it has more than 111,000 **employees** all over the world. It is also well known for its red and green travel guides.

3 It's a Swedish company and it **operates** in 37 countries. It **specializes** in low-price household products, including furniture, bathrooms and kitchens.

4 It's a **subsidiary** of Unilever. The company makes ice cream and frozen yoghurt, and its main **competitor** is Häagen-Dazs.

5 This company **produces** many different electrical and electronic products, such as TVs, computers and mobile phones. It's South Korea's largest company and **exporter**.

- 3 Work with a partner. Which companies in 2 do you know well? Do you use any of the companies or their products? What do you think of them?

4 Complete these sentences with the words in **bold** from **2**.

- 1 Some companies make or produce goods.
- 2 Other companies provide or offer services.
- 3 If you specialize in a product or service, it's your main activity.
- 4 If you work for a company, you are an employee.
- 5 Your company is based in the town or city where it has its head office.
- 6 If you work in a subsidiary, your company is part of a bigger group.
- 7 Your company operates in a country where it sells or makes its products.
- 8 A company in the same business as you is your competitor.
- 9 A company that sells its products in other countries is an exporter.
- 10 Your revenue is the money you receive for your products or services.

Tip | Word stress

To pronounce a longer word correctly, you need to know (a) the number of syllables (b) which syllable has the main stress or accent.

company (3 syllables)

country (2 syllables)

activity (4 syllables)

5 How many syllables are there in the words in **4**? Where is the stress?**6** Complete this text with words from **4**. Sometimes you need to change the form.

Skoda ¹ _____ cars and other vehicles. It is a ² _____ of Volkswagen (VW) Group and it is the third oldest car maker in the world. It's ³ _____ in the Czech Republic, but it is a global company. It ⁴ _____ in 103 markets and has more than 25,000 ⁵ _____ worldwide.

Skoda has the advantages of a central European location and technology from the VW Group. For this reason, its costs are lower than many of its ⁶ _____, and it ⁷ _____ in cars which offer good value for money.

When the company started, it produced bicycles. Today, it continues to ⁸ _____ support services to the Tour de France and Tour of Britain cycle races.

» For more exercises, go to **Practice file 1** on page 106.

7 Name three big companies in your country. What do they do?**8** ► **1.1** Listen and complete the information about the ASSA ABLOY Group.

Name of group	ASSA ABLOY
Products	¹ I <u>lock</u> and ² s <u>security system</u>
Competitors	³ E <u>Easten</u> C <u>Company</u> Ingersoll-Rand, and Master Lock
Nationality	⁴ S <u>wedish</u>
Number of employees	⁵ <u>43</u> ,000
Revenue	⁶ € <u>5</u> billion
International operations	⁷ over <u>70</u> countries, ⁸ <u>150</u> companies
Name of the subsidiary	⁹ B <u>esam</u>

9 Make sentences about the employee and her company, using the information in **8** and some or all of the words in **4**.

Example: She works for ASSA ABLOY.

It produces locks and security systems.

10 Work with a partner. Talk about your company or organization.



Business communication | Making introductions

- 1 What do you talk about when you meet someone at a conference for the first time?
- 2 ▶ 1.4 Listen to Gianluca introducing himself to Carmen at a conference. Make notes about:
 - 1 Carmen's nationality
 - 2 her job
 - 3 why she's at the conference
- 3 ▶ 1.4 Complete what Gianluca says. Then listen again and check your answers.
 - 1 Excuse me. _____ this seat free?
 - 2 Thanks very much. Can I _____ myself? I'm Gianluca Donatelli.
 - 3 Nice to meet you _____, Carmen. Where are you _____?
 - 4 And _____ do you work for?
 - 5 Oh really? And what do you _____?
 - 6 So _____ are you at this conference?
 - 7 That's interesting. A friend of mine works for an Italian service provider. Can I introduce _____ to _____?
 - 8 Roberto. Can you come here a minute? This is ... Sorry, what's your name _____?
 - 9 Roberto. _____ is Carmen. She's writing an article on Internet service providers.
- 4 ▶ 1.4 Match questions 1–8 in 3 to Carmen's responses a–h. Then listen and check.

1 <u>c</u>	a I'm a journalist.
2 _____	b Carmen. Carmen Sanchez.
3 _____	c Yes, it is. Go ahead.
4 _____	d Nice to meet you. I'm Carmen Sanchez.
5 _____	e I'm here to research an article on Internet service providers.
6 _____	f I don't work for a company. I'm self-employed.
7 _____	g Yes, of course. That would be nice.
8 _____	h I'm from Argentina.
- 5 Practise the conversation with a partner.
- 6 ▶ 1.5 Listen to another extract of the conversation between Gianluca and Carmen. Underline the stressed words in Carmen's questions. Why does she stress these words?
 - 1 **Gianluca:** What do you do? **Carmen:** What about you? What do you do?
 - 2 **Gianluca:** Why are you here at this conference? **Carmen:** How about you? Why are you here?

» For more exercises, go to **Practice file 1** on page 106.

- 7 Work with a partner. Have short conversations using the prompts below.

• Name	• Company	• Country
• Job	• Reason for being here	

Example: A Can I introduce myself? I'm Felipe.
 B Nice to meet you. My name's Juan.
 A Where are you from, Juan?
 B I'm from Spain. What about you? Where are you from?
 A I'm from Brazil.
- 8 Work in small groups. You are at a conference. Introduce yourself to another person. Then introduce this person to other people in the group.

Key expressions

Introducing yourself

Can I introduce myself?
 My name's / I'm ...

Introducing others

Can I introduce you to ...?
 This is ...

Responding

Nice to meet you. / How do you do?
 Nice to meet you, too.

Asking about person/job/company

What's your name (again)?
 Where are you from?
 Who do you work for?
 What do you do?
 Why are you here?
 What/How about you?

1 | Practice file

Working with words

1 Match 1–6 to a–f.

- 1 Our annual revenue is d
- 2 We're based _____
- 3 We operate _____
- 4 We produce _____
- 5 We specialize _____
- 6 We provide _____
- a phone services.
- b in many different countries.
- c in phones for children under 12.
- ~~d €300 million.~~
- e mobile phones.
- f in the north of Italy.

2 Choose the correct words in *italics* to complete the text.

My company ¹*produces* / ~~*products*~~ specialized software for the film industry. We are ²*made* / *based* in San Francisco, but we also ³*specialize* / *operate* in Europe and the Far East where we have two ⁴*services* / *subsidiaries*. There are 450 ⁵*revenues* / *employees* in the company. We sell our ⁶*products* / *exporters* to companies like Dreamworks, which ⁷*provide* / *produce* animated movies. Our technology is very new, so we don't have many ⁸*competitors* / *companies*.

3 Complete the sentences using a suitable word from 2 in the correct form.

- 1 We have an annual _____ *revenue* _____ of \$25 million.
- 2 France is a big _____ of wine to other countries.
- 3 Totalgaz is one of the _____ of Total Group.
- 4 We only sell these _____ in Europe and North America.
- 5 Where exactly is your company _____?
- 6 H&M _____ in good-quality clothes at low prices.
- 7 A lot of pizza restaurants _____ home delivery services.
- 8 The TATA Group _____ on all six continents.
- 9 We offer a wide range of consulting _____.
- 10 What exactly does your company _____?

Business communication

1 Complete questions 1–6 with the words from the list. Then match the questions to responses a–f.

Who What Why What Where ~~Can~~

- 1 Can I introduce myself? e
- 2 _____'s your name? _____
- 3 _____ are you from? _____
- 4 _____ do you work for? _____
- 5 _____ do you do? _____
- 6 _____ are you here in Tokyo? _____

- a I'm in the food business.
- b I have a meeting with a customer.
- c A German car maker.
- d Caroline Hook.
- e Yes, of course.
- f New York.

2 Complete the conversation with sentences a–i.

- a Nice to meet you too, Gideon.
- b Can I introduce you to her?
- c And what do you do?
- d Sorry, what's your name again?
- e What about you?
- f This is Rachel.
- g So why are you at an international car show?
- ~~h Can I introduce myself?~~
- i Nice to meet you.

Rachel Excuse me. Can I sit here?

Gideon Yes, of course.

Rachel Thanks very much. ¹h I'm Rachel Steadman.

Gideon ²_____ I'm Gideon Lack.

Rachel ³_____ Where are you from?

Gideon I'm from Switzerland originally. But I live in the Czech Republic now. ⁴_____ Where are you based?

Rachel In Toronto.

Gideon And who do you work for?

Rachel Bos. It's an advertising agency. I'm here with Honda. It's one of our clients. ⁵_____

Gideon I'm a teacher of Greek literature.

Rachel That's unusual. ⁶_____

Gideon I'm here with my wife. She works for BMW. Ah, there she is now. ⁷_____

Rachel Yes, of course. That would be nice.

Gideon ⁸_____

Rachel Rachel. Rachel Steadman.

Gideon Ursula. ⁹_____ She works for an advertising agency in Canada.

Language at work

GRAMMAR REFERENCE

Present simple

Form

Positive: Add -s or -es after the verb with *he/she/it*.

I/you/we/they specialize in Latin American music.

He/She/It specializes in high-tech products.

Negative: Use the auxiliary *do/does* + *not* + verb.

It doesn't produce software.

We don't produce mobile phones.

Questions

- 1 Use *do* and *does*, but don't change the form of the main verb (no -s).

Does it have a subsidiary in China?

Do you have many competitors?

- 2 With question words (*who, what, where, how*, etc.), use *do* and *does* after the question word.

Where do you work?

What does he do?

- 3 To give a short answer to questions in the present simple, use the subject + *does/do* or *doesn't/don't*.

Do you work for a multinational company?

Yes, I do. / No, I don't.

Does your company operate in South America?

Yes, it does. / No, it doesn't.

Exceptions

- 1 The verb *be* is irregular.

I am

You/We/They are

He/She/It is

- 2 In questions with *be*, do not use *do* and *does*.

Is he Spanish?

Where are the subsidiaries?

- 3 In negative sentences with *be*, add *not* or *n't*.

I'm not from China.

They aren't in the company today.

Use

- 1 To talk about facts or things which are generally true.

The company provides insurance services.

- 2 To talk about regular actions.

We have sales meetings every month.

- 3 Do not use the present simple to talk about actions in progress at this moment. Use the present continuous for this (see page 109).

- 1 Complete sentences 1–10 with the verbs from the list.

start starts work works is are specialize specializes have has

1 Our company has shops in Europe and Asia.

2 She is in Manchester today.

3 We specialize in electronic toys for children.

4 The meeting always starts at 2.30 p.m.

5 She works for an engineering company.

6 I usually work at about 7 a.m.

7 We have one office in Paris.

8 He's a lawyer. He specializes in company law.

9 Most of our competitors are based in Europe.

10 I start in advertising.

- 2 Choose the correct words or phrases in *italics* to complete questions a–j. Then match the questions to answers 1–10 in 1.

a What *do / does* you specialize in? 3

b Who *do / does* your wife work for? 10

c *Have you / Do you have* an office in France? 2

d Where *be / is* she? 9

e What *do / does* you do? 6

f Where *be / are* your competitors? 7

g Where *has / does* your company operate? 4

h When do you *arrive / arrives* at the office? 5

i What time *do / does* the meeting start? 8

j What *is / does* he do? 3

- 3 Complete the missing words. The last letter of each word is given.

1 A Is your head office in London?

B No, our company isn't British, it's American.

2 I'm sorry, but we do't have a sales office in the Middle East.

3 What sort of products dos your company sell?

4 A He do't work in Munich any more.

B Really? So why dos he have a flat there?

5 They are't in the company today. They're on a business trip.

6 I do't know how many employees they have.