

OXFORD

Business Result

SECOND EDITION





Starter Student's Book

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8	Travel	Transport and travel	<i>was / were</i>	Months and dates	Arranging a meeting	When can we meet?	<ul style="list-style-type: none"> talk about transport and travel talk about the past say months and dates arrange a meeting
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1

You

Starting point

- 1 What's your name?
- 2 What's your job?

Working with words | Introducing yourself | Jobs

- 1 ▶ 1.1 Listen and read.



- 2 ▶ 1.1 Listen again and repeat.
- 3 Work in pairs. Introduce yourself.
*Examples: Hello, my name's (Sarah Kocian).
Hi, I'm (Yann).*
- 4 Stand up. Introduce yourself to other students.

5 ▶ 1.2 Listen and read.



1 IT technician



2 finance director



3 office assistant



4 sales representative



5 engineer



6 human resources manager

6 ▶ 1.3 Listen and repeat.

- | | |
|---------------------|-----------------------------|
| • • •
technician | • • •
director |
| • • •
assistant | • • • • •
representative |
| • • •
manager | • • •
engineer |

7 ▶ 1.4 Listen and complete with a job from 5.

Fabienne I'm a ¹ _____ . What's your job, Luis?
 Luis Oh, I'm a ² _____ .
 Paula What's your job, Tageshi?
 Tageshi I'm an ³ _____ . And you?
 Paula I'm an ⁴ _____ .

8 Work in pairs. Practise the conversations in 7.

» For more exercises, go to **Practice file 1** on page 56.

9 Work in pairs. Practise the conversations in 7 with your name and job.

Tip | a / an
 a **m**anager
 a **d**irector
 an **a**ssistant
 an **e**ngineer

Language at work | I'm / you're / Are you ...?

1 ▶ 1.5 Listen and read.



Jacob Hi, I'm Jacob.
 Kenji I'm Kenji. Hello.
 Jacob And you're Alice.
 Maria No, I'm not Alice. I'm Maria.
 Jacob Sorry. You're Alice.
 Alice Yes. Hello.

2 Complete the *Language point* with 'm or 're.

LANGUAGE POINT	
Positive	Negative
I'm Jacob.	I _____ not Alice.
You _____ Alice.	You're not Maria.

» For more information, go to **Grammar reference** on page 57.

3 Work in groups of four. Practise the conversation in 1.

4 ▶ 1.6 Listen and complete with the words.

Are 'm not 'm am
 Jacob ¹ _____ you an office assistant?
 Maria Yes, I ² _____. Are you a human resources manager?
 Jacob No, I ³ _____. I ⁴ _____ a finance director.

Question	Short answers
Are you a director?	Yes, I am. No, I'm not.

5 Work in pairs. Choose a job. Ask and answer questions.

office assistant IT technician human resources manager finance director

Examples: A Are you an office assistant? B Yes, I am.
 A Are you a finance director? B No, I'm not. I'm an IT technician.

» For more exercises, go to **Practice file 1** on page 57.

Tip | 'm / am, 're / are

Use 'm or 're for speaking:

I am = I'm

You are = You're

Use am for short answers:

Are you a manager?

Yes, I am.

6 ▶ 1.7 Listen and find the name badge.

1	 <p>Tomas Gorski Technical Assistant</p>	2	 <p>Enzo Gonzales Sales Representative</p>
3	 <p>Enzo Silva Sales Manager</p>	4	 <p>Daisuke Hori IT Technician</p>

7 Work in pairs. Student A, choose a name badge in 6. Answer Student B's questions. Student B, ask Student A questions. Find the name badge.

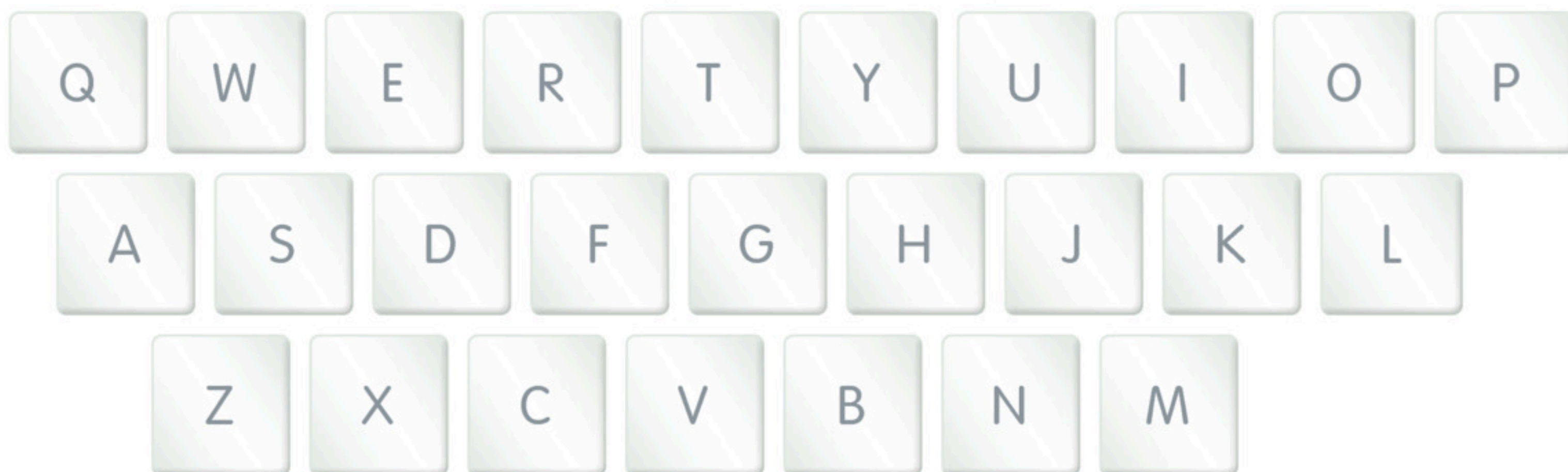
Example: A Are you Tomas? B No, I'm not.
 A Are you an IT technician? B Yes, I am.
 A You're Daisuke. B Yes, I am.

Practically speaking | Spelling

1 ▶ 1.8 Listen and repeat.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2 Work in pairs. Say the letters on the keyboard.



3 ▶ 1.9 Listen and complete with the surname and first name.

First name	Surname
Jane	Burton
Steven	1 _____
2 _____	Borysiak

4 Work in pairs. Spell the names in 3.

Example: A Jane Burton.
 B Can you spell that?
 A J-A-N-E B-U-R-T-O-N.

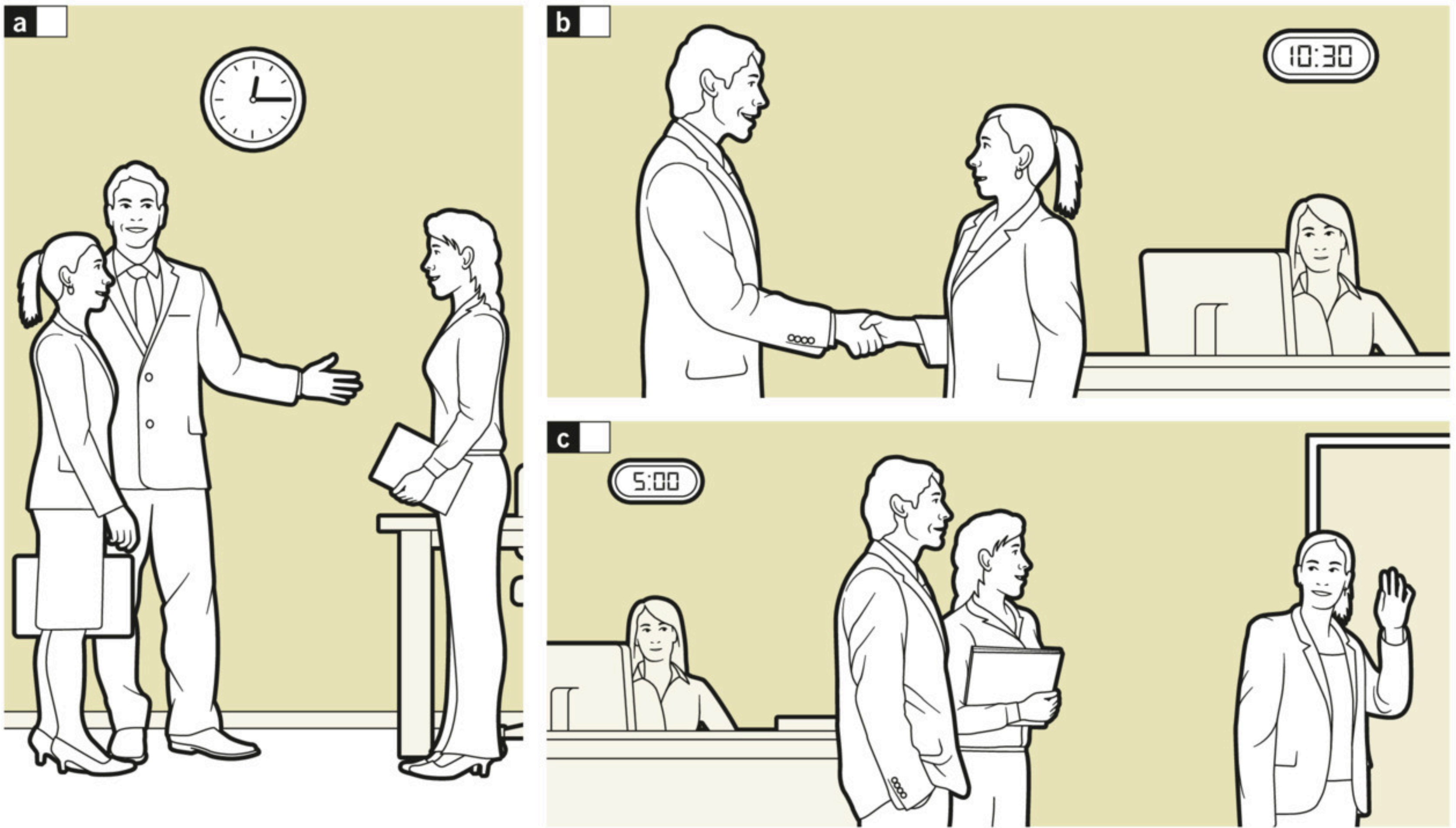
» For more exercises, go to **Practice file 1** on page 57.

5 Work in pairs. Ask and answer the questions. Write the names.

What's your first name? Can you spell that?
 What's your surname? Can you spell that?

Business communication | Meeting people

1 ▶ 1.10 Listen to three conversations. Match them to the pictures.



2 Match 1–5 to a–e.

- | | |
|--------------------------------------|---|
| 1 Good morning. Are you Kasia? ____ | a Good afternoon, Sally.
Nice to meet you. |
| 2 I'm Franco. Nice to meet you. ____ | b Yes, I am. |
| 3 This is Sally. ____ | c Yes, see you soon. And it
was nice meeting you, Sally. |
| 4 See you soon. ____ | d Bye. |
| 5 Goodbye. ____ | e Nice to meet you too. |

3 ▶ 1.11 Listen, check, and repeat.

4 Correct the mistakes.

- 1 Good afternoon. Am you Jacob?
- 2 Nice to meeting you, Sally.
- 3 Seeing you soon.
- 4 This are Kasia.
- 5 I Franco. Nice to meet you.
- 6 A Are you Mara?
B Yes, I'm.

» For more exercises, go to **Practice file 1** on page 56.

5 Work in groups of three. Look at the pictures in 1. Practise the conversations.

Use your own names if you want.

Student A You are Franco.

Student B You are Kasia.

Student C You are Sally.

6 Stand up. Say hello and meet people. Introduce other people. Say goodbye.

Key expressions

Saying hello

Hello / Hi.

Good morning / afternoon / evening.

Meeting people

What's your name?

Are you (Mara)?

I'm (Jacob).

My name's (Naomi Sato).

Nice to meet you.

Nice to meet you too.

Introducing other people

This is (Alek).

This is my assistant.

Saying goodbye

Bye.

Goodbye.

See you soon.

It was nice meeting you.

TALKING POINT

Meeting people at a conference

1 Work in groups of three. You are at a conference. Student A is a conference manager. Complete the expressions and practise the conversation.

STUDENT A	STUDENT B	STUDENT C
Hello. _____ your name?		
	I'm _____ _____.	
Can _____ spell that?		
	Yes, it's _____.	
My name's _____. Nice to _____ _____.		
	_____ meet you too.	
This is _____.		_____ to meet _____.
	Nice _____ _____ too. My name's _____.	
		_____ your job?
	I'm a _____. What's _____?	
		I'm a _____.
It was nice _____ _____. See you _____.		
	Good _____!	_____ bye!

2 Change roles and repeat the conversation.



2

Company

Starting point

- 1 What is on a business card? (e.g. name)
- 2 What is on your business card? Show the class.

Working with words | Companies and countries

- 1 ▶ 2.1 Listen and read. Complete the business card.

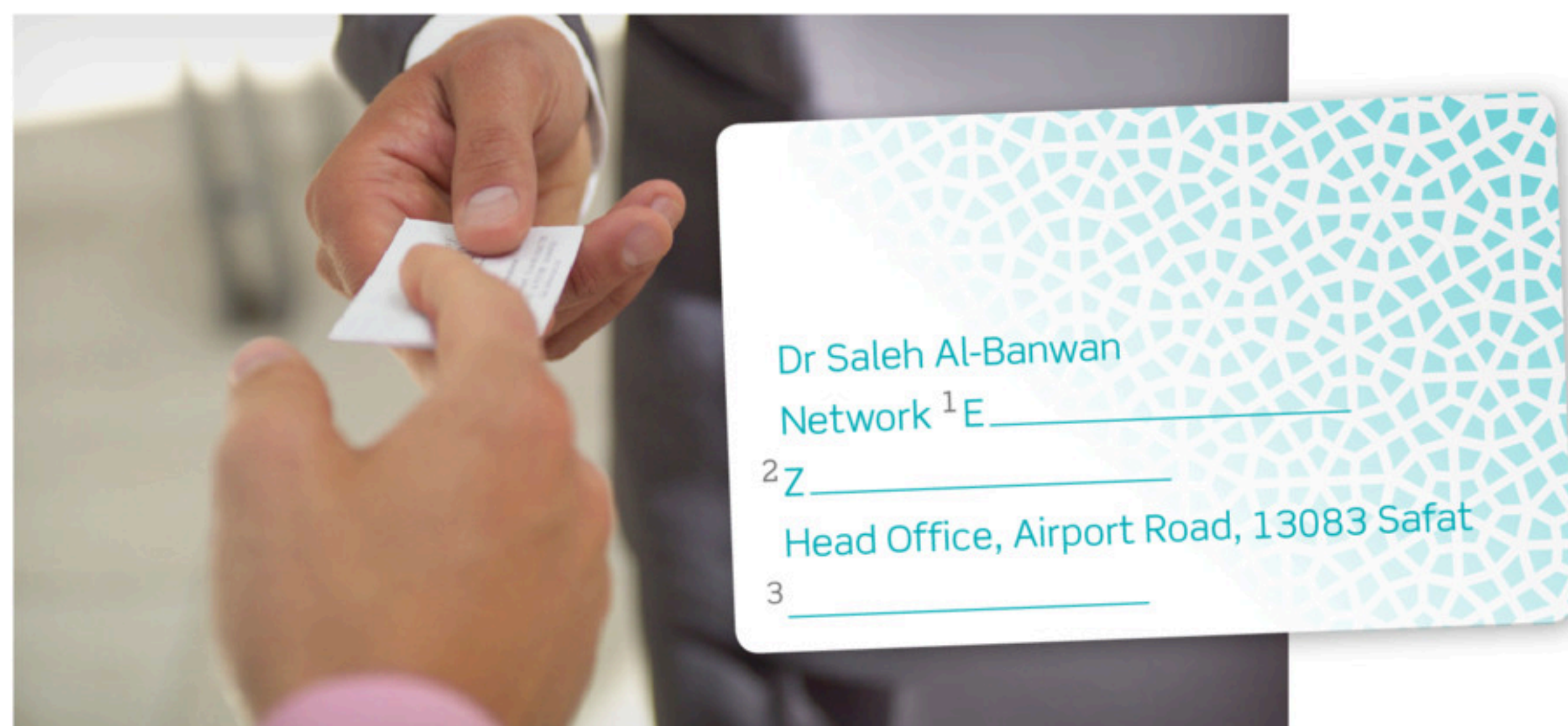
Saleh Hello. Are you Ricardo Ferreira?

Ricardo Yes, I am.

Saleh My name's Saleh Al-Banwan. I work for Zain.

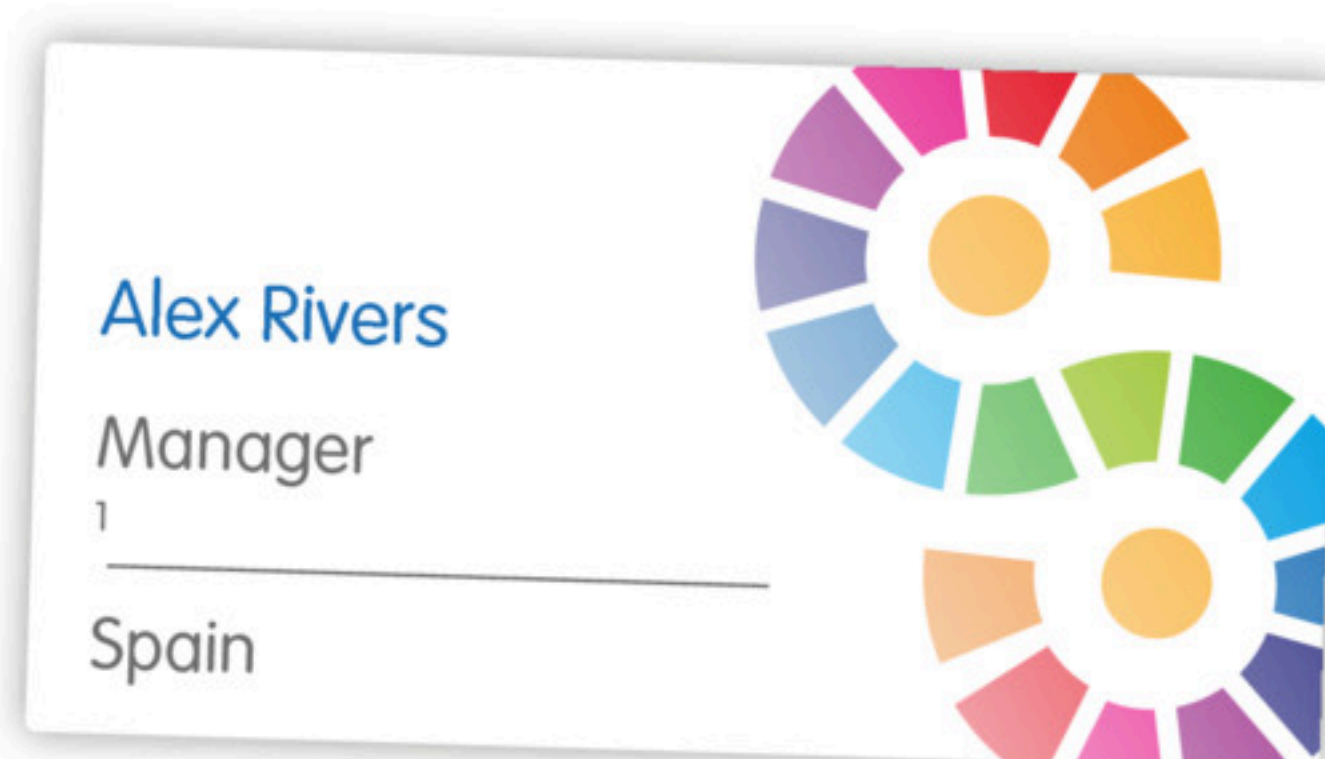
Ricardo Oh, nice to meet you.

Saleh I'm an engineer in the head office in Kuwait. Here's my card.



- 2 ▶ 2.2 Listen and complete the business cards with the companies.

Asiana Airlines Petrobras Santander



Tip | and

My company is Santander.
Our head office is in Spain. =
My company is Santander **and**
our head office is in Spain.

3 Work in pairs. Practise the conversation.

A Hello. I work for ... What's your company?

B My company is ...

4 Work in pairs. Look at the map. Where is your head office?



5 Look at the map again. Find the countries.

- | | | |
|--------|---------|--------------|
| ● | ● ● | ● ● ● ● |
| Spain | Japan | South Korea |
| ● ● | ● ● | ● ● ● ● |
| China | Kuwait | the USA |
| ● ● | ● ● ● | ● ● ● ● ● ● |
| Brazil | Germany | Saudi Arabia |

6 ▶ 2.3 Listen and repeat the countries in 5.

7 ▶ 2.4 Listen and complete the table with the countries.

	Saleh	Alex	Jae Min	Ricardo
Where are you from?	<i>Saudi Arabia</i>			
Where's your company / head office?				

8 ▶ 2.4 Listen again. Complete the questions and answers.

- | | |
|----------------------------------|--|
| 1 A Where are you from, Saleh? | B _____ Saudi Arabia. |
| 2 A _____ your company? | B My _____ is Santander. |
| 3 A _____ your head office? | B It's in Seoul. |
| 4 A _____ are you from, Ricardo? | B I'm from Brazil and I _____ for Petrobras. |

9 Complete the sentences about you.

I'm from _____.
I work for / My company is _____.
My head office is in _____.

10 Work in pairs. Ask and answer.

Where are you from? What's your company? Where's your head office?

» For more exercises, go to **Practice file 2** on page 58.

11 Work in pairs. Student A, turn to page 72. Student B, turn to page 74.

Language at work | *is / isn't*



1 Read the emails. Underline the correct answer in *italics*.

- 1 The head office is in *Recife* / *Rio de Janeiro*.
- 2 Camilla is *in the office* / *on holiday*.

✉

Subject: Information on Camilla

Hi Richard

Is Camilla Branco in the Recife office?

Bruce

✉

No, she isn't. She's in the head office in Rio.

R

✉

Thanks. Is the number 0055 3064 4758?

✉

Yes, it is. But she isn't in the office now. She's on holiday.

- 2 Underline *is* ('s) or *isn't* in the emails.
- 3 Complete the *Language point* with *is* ('s) or *isn't*.

LANGUAGE POINT

Positive	Negative	Questions	Short answers
He / She / It _____ in the office.	He / She / It _____ in Recife.	_____ he / she / it in Rio?	Yes, he / she / it _____. No, he / she / it _____.

» For more information, go to **Grammar reference** on page 59.

Tip | 's or is?

Use 's for speaking:
He's = He is
Camilla's = Camilla is

4 ▶ 2.5 Complete with *is* ('s) or *isn't*. Listen and check.

- A Hello, I work for Oltecha.
 B Nice to meet you. My company ¹ _____ Petrobras.
 A ² _____ your head office in São Paulo?
 B No, it ³ _____. It's in Rio. Where's your company?
 A I work in São Paulo and the company head office ⁴ _____ in Stavanger.
 B ⁵ _____ Stavanger in Norway?
 A Yes, it ⁶ _____.

5 Work in pairs. Practise the conversation in 4.

» For more exercises, go to **Practice file 2** on page 59.