



Simon Clarke

in company 3.0

ELEMENTARY STUDENT'S BOOK PACK

A2

PREMIUM



MACMILLAN

 access to the Online Workbook & Student's Resource Centre

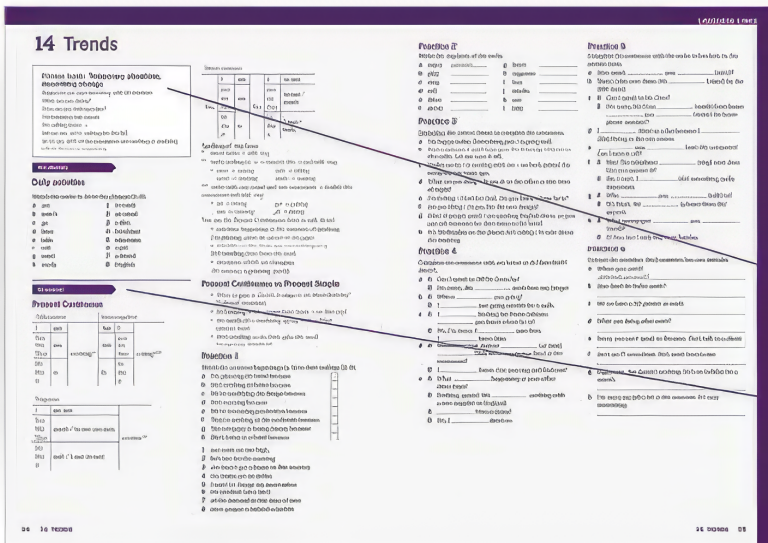
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MACMILLAN



15 Language links consolidating grammar and extending vocabulary from the Business communication units

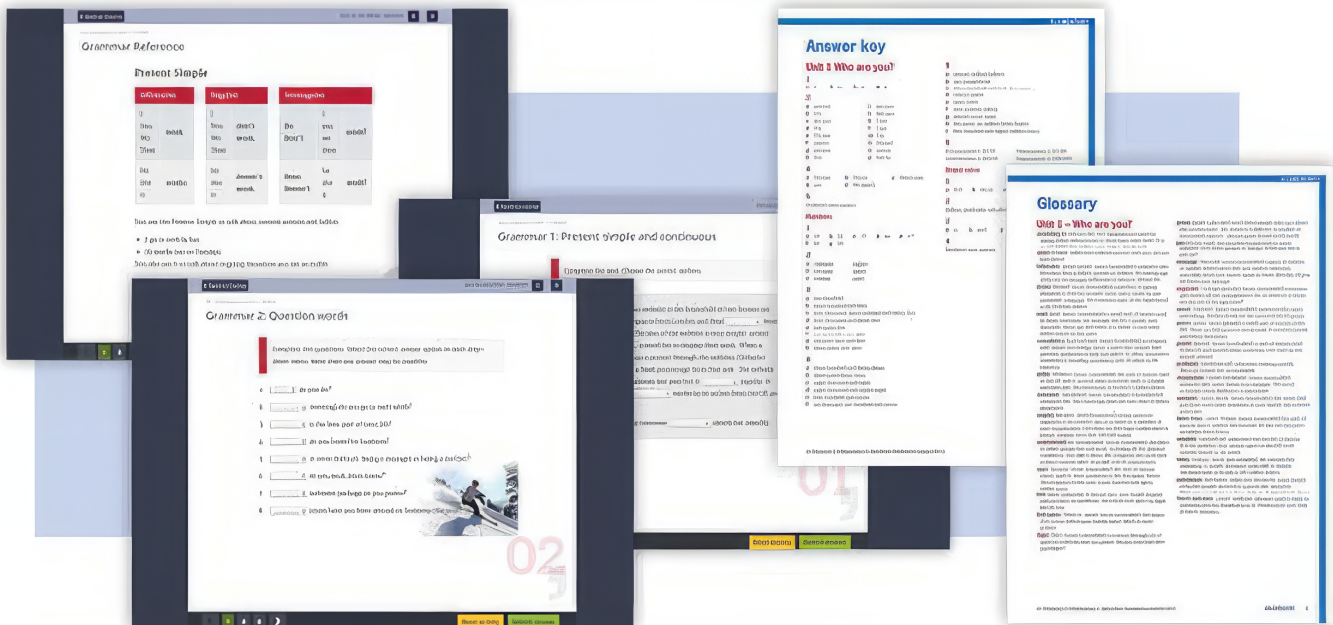
Phrase bank of key take-away phrases for quick revision

Grammar reference with detailed explanations of key points

Extra material

- Irregular verb list
- Additional material for communicative activities
- Self-evaluation forms for Workplace scenario activities
- Listening scripts

New Online Workbook and Student's Resource Centre



Online Workbook

Everything you need to build and expand on the Student's Book material outside the classroom, and all accessible online:

- Interactive activities to practise:
 - Vocabulary
 - Grammar
 - Reading
 - Writing
 - Listening
- Automatic markbook
- Grammar reference

Student's Resource Centre

An extensive collection of resources, all available to download:

- Student's Book audio
- 'In Company in action' – Student's Book scenario videos
- 'In Company interviews' – additional video material
- Glossary
- Answer key
- Phrase banks


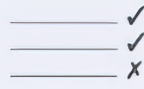
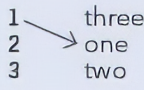

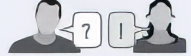
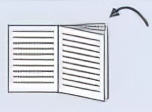
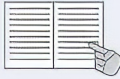

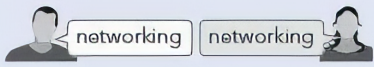
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Unit	Business communication skills	Reading and listening	Language links
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Learner information

in company 3.0 Student's Book instructions

Complete	 Complete	Check your answers	
Match		Work with a partner	
Underline	<u>yes</u> / no	Ask and answer	
Tick	yes <input type="checkbox"/> / no <input checked="" type="checkbox"/>	Look at page	
Point		Work in groups	
Repeat			

Classroom language

Try to use English all the time in class. Here are some useful expressions.

What does excellent mean?

It means very good.

How do you spell networking?

N-B-T-W-O-R-K-I-N-G

Sorry, I don't understand.

Okay, we can try again.

Sorry I'm late.

That's all right. Please sit down.

Could you repeat that, please?

Yes, it's ADC 5871.

Could you write it, please?

Sure, no problem.

Which page is it?

Page 25.

Work it out

These boxes have questions to help you work out the grammar rules, using examples from the reading and listening texts.

BUSINESS COMMUNICATION

13 Complete the sentences so they are true for you.

- a The most difficult thing about my job is _____
- b The most exciting thing I did last year was _____
- c The most stressful thing in my life is _____
- d For me, the most relaxing time of day is _____
- e The earliest time I started work last week was _____
- f The latest time I finished work was _____
- g The most successful meeting I had last year was _____
- h The most interesting person I know is _____
- i The best thing about my journey to work is _____

14 Work with a partner. Ask and answer questions about the things in 13.
What's the most difficult thing about your job?

What's it like?

WORK IT OUT

1 Read the questions and answers.

A What's Dublin like at this time of year?	A Do you like Dublin at this time of year?
B Well, it's warmer than here.	B Yes, I do. It's nice.
A What was Helsinki like in July?	A Did you like Helsinki?
B It was very sunny and warm.	B Yes, I did. It was lovely.

Complete the sentences with verb and preposition.


- a Do you like Dublin? In this sentence, like is a _____.
- b What's Dublin like? In this sentence, like is a _____.

2 George is talking to his colleague, Tina, about his holiday. Here are his answers to her questions. Write Tina's questions using like as a verb or a preposition.

- a A _____
- B It was great, thanks, Tina.
- b A _____
- B Perfect. Hot and dry during the day, and cool at night.
- c A _____
- B Yes. It was big – there were more than 200 suits – but it was very comfortable.
- d A _____
- B Yes, it was delicious.
- e A _____
- B They are very polite and friendly. We didn't have any problems.

3 **1.09** Listen and check your answers.

4 Ask your partner about their last holiday.
What did you go on your last holiday? Where did you go? What was it like? Did you like the ...?




WORK IT OUT

1 Read the questions and answers.

- | | |
|---|---|
| A What's Dublin like at this time of year? | A Do you like Dublin at this time of year? |
| B Well, it's warmer than here. | B Yes, I do. It's nice. |
| A What was Helsinki like in July? | A Did you like Helsinki? |
| B It was very sunny and warm. | B Yes, I did. It was lovely. |

Complete the sentences with verb and preposition.

- a Do you **like** Dublin? In this sentence, like is a _____.
- b What's Dublin **like**? In this sentence, like is a _____.

01

Who are you?

Seven seconds is the average length of time you have to make a first impression. If your first impression is not good, you won't get another chance with that potential client.

Lydia Ramsey, The Sideroad

What is the first question you ask when you meet someone new?

Learning objectives: Unit 1

Business communication skills

Greetings and introductions; Roleplay: Introducing yourself and making small talk; Talking about figures and numbers; Spelling names and abbreviations

Reading Valuable brands; Young billionaires

Listening Greetings and introductions; Numbers; Spelling names

Phrase bank Greetings, meeting and asking about people

Vocabulary Greetings, Countries and nationalities, Spelling

Grammar The verb to be, Subject pronouns

1  **1.01-1.04** Listen to the conversations. Match the photos (A-D) to the conversations (1-4).

1 2 3 4



2 Complete the phrases in the conversations.

Conversation 1

A Excuse me, (a) _____
_____ Mr Jensen?

B Yes, I am. Are you from Nixdorf?

A Yes, (b) _____ Saskia Slater.
Pleased to meet you.

B Nice to meet you too.

A (c) _____ very tired
after your flight?

B A little, but (d) _____ fine.

A Good. My car's outside.

Conversation 2

A Hello. Are you one of the organizers?

B No, (e) _____.
I'm a delegate – Jeff Simpson, from CMG.

A Oh, I'm sorry. Pleased to meet you.

B And (f) _____ ... Jacques Leclerk,
from OT Incorporated.

A Yes, but how ...?

B Your badge. Where (g) _____
_____ from? France?

A No, (h) _____ Belgian, actually.

Conversation 3

A Hello, Enrique. How (i) _____
_____?

B I'm fine, thanks. And you?

A Yes, I'm fine too. (j) _____
_____ alone?

B Yes, (k) _____.

A (l) _____ too.
Would you like to join me?

B Okay, thanks.

Conversation 4

A Good afternoon. (m) _____
from LPG.

B Ah, yes. Mr Poulson.

A No, (n) _____
Mr Poulson. My surname is Leeman.


B Sorry about that. And your first
name?

A Peter.

B Thank you, Mr Leeman. Right,
(o) _____ in room 303.
Here's your key.

A Thank you.

B (p) _____ welcome.

3  **1.01-1.04** Listen again and check your answers.

4 Complete the table.

Affirmative	Contraction	Negative	Contraction
I am Belgian.	I'm Belgian.	I am not Belgian.	(a) _____ Belgian.
You are Belgian.	(b) _____ Belgian.	You are not Belgian.	You aren't / (c) _____ Belgian.
(d) _____ Belgian.	We're Belgian.	We are not Belgian.	(e) _____ / We're not Belgian.

5 Work with a partner. Make a simple name badge or a business card for yourself. Use the prompts to practise the conversations.

- | | |
|---|---|
| a A Excuse / you (name)? | c A Hello (name) / How / you? |
| B Yes / you from (company)? | B fine / you? |
| A Yes / (name) / Pleased / meet | A fine / too / alone? |
| B Nice / meet / too | B Yes |
| b A Hello / you (wrong name)? | A join? |
| B No / (name) / from (company) | B Okay / Thank |
| A Sorry / Pleased / meet / I (name) | d A afternoon / from (company)? |
| B Where / from? | B Yes / you (name)? |
| A I / (country) | A No / I (name) |
| | B Right / Sorry / key |

Numbers

1  **1.05** **Ninety** or **nineteen**? Listen and underline the number you hear.


- | | | | |
|-------------------|-------------------|-------------------|-------------------|
| a 13 30 | c 15 50 | e 17 70 | g 19 90 |
| b 14 40 | d 16 60 | f 18 80 | |

2 How do you say these numbers? Underline the part of the word that is stressed.

- a** eighteen eighty **b** thirteen thirty **c** sixteen sixty


3 Underline the correct form of the numbers.

- a** 200 *two hundred / two hundreds*
b 350 *three hundred and fifty / three hundred five zero*
c 4,335 *four thousand, three hundred and thirty-five / four thousand and three hundred and thirty-five*
d 4,035 *four thousand, thirty and five / four thousand and thirty-five*
e 2.5 *two point five / two dot five*
f 2.568 *two point five hundred and sixty-eight / two point five six eight*
g 6.005 *six point zero zero five / six point five*
h 3.09 *three zero nine / three point zero nine*

4  **1.06** Write the numbers in words. Then listen and check your answers.

Practise saying them aloud.

- a** 333 _____
b 3.33 _____
c 8,008 _____
d 8,088 _____
e 412 _____
f 6,107 _____

5  **1.07** How do you say the following? Listen and repeat.

- | | | | | |
|----------------|---------------|----------------|----------------------------|----------------|
| a \$16m | c €365 | e 60c | g €16.60 | i €480m |
| b £1.40 | d 20p | f £9.90 | h 5.6m Swiss francs | |

6  **1.08-1.11** Listen to the conversations and write down the numbers you hear.

- Conversation 1: £ _____ Conversation 3: € _____
 Conversation 2: \$ _____ Conversation 4: € _____

Brand value

Interbrand


BEST GLOBAL BRANDS

Interbrand is a branding consultancy with 42 offices in 28 countries. It is the publisher of an annual report on the (a) _____ most valuable brands in the world.

In the latest report, the top brand is Apple. The estimated value of the Apple brand is (b) _____ billion dollars. It is a brand which is recognized all over the world, with 72 million Mac computers in use and more than 50 billion downloads from the iTunes App Store.


The second most valuable brand is Google. It is worth (c) _____ billion dollars, according to Interbrand. The top (d) _____ brands in the list are all American.

The situation is different in another of Interbrand's reports – the best green brands in the world. These are brands which are profitable, but the companies also work hard to have a positive effect on people and the environment. The top brand in this list is Toyota, the Japanese car company. It is also number ten in the global ranking of top brands. In the top (e) _____ green brands, five are American, five are German, five are Japanese and two are French. The other brands in the list – Nestlé, Samsung and Nokia – are from Switzerland, South Korea and Finland.

1  **1.12** Complete the text above with the numbers in the box. Then listen to a conversation about Interbrand and check your answers.

seven 98.38 100 20 93.2

2 The text is about the *value* of brands. Find four other words in the text which are related to money.

3  **1.13** Complete the conversation with the correct form of the verb *to be*. Listen and check your answers.

A Coca-Cola (a) _____ the top green brand in the world.

B No, it (b) _____. Toyota is.

A The brand value of Honda (c) _____ 18.4 billion dollars.

B Yes, that's right.

A Volkswagen and Siemens (d) _____ French brands.

B No, they (e) _____. They're German.

4 Work with a partner or with your teacher. Look at the table. Student A make six statements about the information – three correct and three incorrect. Student B confirm the information or correct it, as in 3. Then swap roles.



BEST GLOBAL GREEN BRANDS

Rank	Brand name	Country of origin	Brand value (\$B)	Global rank
1	Toyota	Japan	35.3	10
2	Ford	United States	9.1	42
3	Honda	Japan	18.4	20
4	Panasonic	Japan	5.8	68
5	Nissan	Japan	6.2	65
6	Johnson & Johnson	United States	4.7	81
7	Volkswagen	Germany	11.1	34
8	Danone	France	7.9	49
9	Nokia	Finland	7.4	57
10	Dell	United States	6.8	61
11	Sony	Japan	8.4	46
12	Hewlett-Packard	United States	25.8	15
13	BMW	Germany	31.8	12
14	Nestlé	Switzerland	7.5	56
15	Adidas	Germany	7.5	55
16	Samsung	South Korea	39.6	8
17	Mercedes-Benz	Germany	31.9	11
18	Siemens	Germany	8.5	45
19	Coca-Cola	United States	79.2	3
20	L'Oréal	France	9.8	39

The
TEN YOUNGEST BILLIONAIRES
in the world

The *Hurun Global Rich List* is a ranking of the richest people on earth. According to *Hurun*, there are 1,453 US dollar billionaires in the world. The China-based wealth magazine reports that the average age of these billionaires is 63, but the age of the top ten youngest billionaires is between 28 and 34. Four of them are self-made business people and the other six are from wealthy families.

Young billionaires

- Read the text and answer the questions.
 - According to the text, how many billionaires are there in the world?
 - How old is the youngest billionaire?
-  **1.14** Listen to the conversation about one of the people on the *Hurun* list and complete the questions below.
 - _____ is number one on the list?
 - _____ is he?
 - _____ is he from?
 - _____ married?
 - _____ is he worth?
 - _____ business is he in?
-  **1.14** Listen again and make a note of the answers to the questions.
- Work with a partner or your teacher. Ask and answer questions about other billionaires on the *Hurun* list. Student A look at page 136. Student B look at page 140.
- Complete the text with the correct form of the verb *to be*.



FAMOUS *family* BUSINESSES

Many famous companies around the world (a) _____ family businesses. For example, Walmart (b) _____ a well-known chain of discount department stores in the USA with 1.3 million staff. Rob Walton (c) _____ the present chairman of the company. He (d) _____ the son of the founder, Sam Walton.

In South Korea, members of the Koo family (e) _____ the owners of the LG Group. The company (f) _____ 60 years old. Bon-Moo Koo, the current chairman and CEO of LG, (g) _____ the grandson of the first chairman of the company.

Carrefour, the first hypermarket chain in Europe, employs more than 350,000 people. The son of co-founder Denis Defforey (h) _____ a shareholder and other family members (i) _____ on the board of directors.

Many other family businesses (j) _____ household names, like Ford, Samsung, BMW and Bosch. Together, they (k) _____ responsible for over 70% of the world's GDP.

- Complete the table.

Affirmative	Contraction	Negative	Contraction
He is the owner.	He's the owner.	He is not the owner.	(a) _____ / He's not the owner.
She is the owner.	(b) _____ the owner.	(c) _____ the owner.	She isn't / (d) _____ the owner.
It is the owner.	(e) _____ the owner.	It is not the owner.	(f) _____ / It's not the owner.
(g) _____ the owners.	They're the owners.	They are not the owners.	They aren't / (h) _____ the owners.

- Complete each sentence with a contraction.
 - Fiat _____ *It's* an Italian company.
 - Mark Zuckerberg _____ the founder of Facebook.
 - Coca-Cola and Pepsi _____ multinational drinks companies.
 - Nike _____ a very well-known brand of clothing.
 - fifty-five million euros _____ a lot of money!
 - Angela Merkel _____ one of the most important politicians in Europe.

Spelling

1  **1.15** Listen to how the following abbreviations are pronounced.

- a** MBA **c** USA **e** UN **g** HTML **i** UK **k** AGM
b asap **d** GDP **f** EU **h** PDF **j** VAT **l** aka


2 What do the abbreviations in 1 stand for? Check your answers on page 137. Are they the same in your language?

3  **1.16** Listen and underline the letters you hear.

- a** A/H/J/K **c** F/X/M/N **e** G/D/T/V **g** I/Y/R/O
b B/C/D/P **d** W/Q/U **f** S/Z/L

Now work with a partner. Say a letter from each group (a–g). Your partner points to the correct letter.

4 Work with a partner. Write down the names of five cities. Spell them to your partner as fast as you can.

5  **1.17** Listen to the phone conversation and complete the details on the company message form.

GHR SYSTEMS

Date: 19/10


Time: 2.45

MESSAGE FOR: _____

Caller's name: _____

Caller's company: _____

Message: _____

6  **1.17** Put the lines of the conversation in the correct order. The first one has been done for you. Then listen again and check your answers.

- 7 GHR Systems. Can I help you?
- It's Guillermo Moleda from Promax Electronica.
- Thank you. Goodbye.
- Yes, please. Could you ask him to call me back?
- Yes. Can I speak to John Evans, please?
- Yes, it's Guillermo, G-U-I-double L-E-R-M-O, Moleda, M-O-L-E-D-A. And Promax is P-R-O-M-A-X.
- Hold the line, please ... I'm sorry, Mr Moleda – there's no answer. Can I take a message?
- Certainly. Could you spell your name, please?
- Thank you, Mr Moleda. I'll give Mr Evans your message.
- Who's calling, please?

7 Work with a partner or your teacher to practise the conversation in 6. Use your own name and company or invent them.

01 Who are you?

Phrase bank: Greetings, meeting and asking about people

Excuse me. Are you ...?

A: Hi, my name is ...

B: Nice to meet you. I'm ...

A: Hello, I'm ...

B: Pleased to meet you. I'm ...

A: How are you?

B: I'm fine, thanks. And you?

How old is she/he?

Is she/he married?

Where is she/he from?

What kind of business is she/he in?

Vocabulary

Greetings

1 **Underline** the correct reply.

1 **A** How are you?

B a Hello, pleased to meet you.

b I'm fine, thanks. And you?

c Good morning.

2 **A** Pleased to meet you.

B a Hello, thank you.

b How are you?

c Nice to meet you too.

3 **A** This is Joanne.

B a Hello, pleased to meet you.

b Goodbye, Joanne.

c Thank you, Joanne.

4 **A** Where are you from?

B a Austrian.

b Austria.

c In Austria.

2 Complete the questions and answers with the words in the box and the correct form of the verb *to be*.

email address	first name	job	married
phone number	surname		

a **A** What _____ your *surname*?

B Baker.

b **A** What _____ your _____?

B David.

c **A** What _____ your _____?

B I _____ a business manager.

d **A** _____ you _____?

B Yes, I _____.

e **A** What _____ your _____?

B It _____ 021 463 4839.

f **A** What _____ your _____?

B It _____ davidb@euskalnet.com.

Countries and nationalities

3 Where are the people and things from? Complete the table.

	Noun	Adjective
a	parmesan cheese	<i>It's from Italy.</i>
b	the Rolling Stones	<i>It's Italian.</i>
c	Sebastian Vettel	
d	IKEA	
e	the tango	
f	Swatch watches	
g	Sheryl Sandberg	

4 Complete the sentences with *a* or *an*, an adjective and the words in the box.

car	cheese	city	company	footballer	singer	team
-----	--------	------	---------	------------	--------	------

a A BMW is *a German car*.

b Ajax is _____.

c Lionel Messi is _____.

d Nokia is _____.

e Edam is _____.

f Adele is _____.

g Seoul is _____.

Spelling

5 Complete the table with the letters A, I, L, U, J, V, E, G and S.

/eɪ/	/iː/	/e/	/aɪ/	/əʊ/	/uː/	/aʊ/
—	B	F	—	O	Q	R
H	C	—	Y		W	
—	D	M			—	
K	—	N				
—	—	—				
—	P	X				
—	T	Z				
—	—	—				

The verb to be

Affirmative

I	am	English.
You We They	are	
He She It	is	

Interrogative

Am	I	English?	Where	am	I	from?
Are	you we they		are	you we they		
Is	he she it		is	he she it		

Negative

I	'm not / am not	English.
You We They	're not / aren't / are not	
He She It	's not / isn't / is not	

Short answers

Yes,	I	am.	No,	I	'm not.
	you we they	are.		you we they	're not / aren't.
	he she it	is.		he she it	's not / isn't.

Practice 1

Complete the sentences with the correct form of the verb to be: *is, are* or *am*.

- His name is George.
- They _____ from the USA.
- Ford _____ an American company.
- I _____ the head of marketing.
- We _____ late for the meeting.
- She _____ the boss of Hewlett-Packard.
- Our products _____ world famous.
- Mr and Mrs Baker _____ here.

Practice 2

Rewrite the sentences using contractions.

- It is Monday today.
It's Monday today.
- She is not married.

- I am the production manager.

- You are late.

- We are from the head office.

- They are not colleagues.

- We are not at the conference.

Practice 3

Rewrite the statements as questions.

- He's an accountant.
Is he an accountant?
- He's Portuguese.

- They're the manufacturers of the product.

- She's the manager of this department.

- She's happy in her new job.

- Anita is good with computers.

- We're late for the meeting.

Subject pronouns

Practice 4

Complete the sentences with the correct pronouns.

- The Rothschilds are famous for banking, but they have many different businesses.
- Carmen is from Spain. _____ is Spanish.
- His car is German. _____ is an Opel.
- Johann is Swiss. _____ is from Lausanne.
- 'What's his name?' '_____ is Erik.'
- _____ am Frédéric Lemond. I'm from France.
- The factory is in Portugal, but _____ is a German company.
- Rina and Paolo are Italian, but _____ aren't from Rome.

02

Anytime, anywhere

Mobile phone etiquette

1 Read the quiz below and answer the questions. Keep a note of your answers.

Smartphone owners use their devices more for email than for making phone calls.

Adobe

When, and why, do you turn off your mobile phone?

Learning objectives: Unit 2

Business communication skills Asking and answering questions; Discussing opinions on phone use; Roleplay: Explaining why you cannot talk on the phone

Reading Mobile phone etiquette, Smartphone addicts, Tablets

Listening Mobile phone conversations

Phrase bank Using mobile phones

Vocabulary Using a mobile

Grammar Present Simple

Your mobile is the slimmest, most sophisticated mobile phone on the market. You can talk to your friends and family at any time, and in any place. But do you use it well? Or do you annoy other people with your bad mobile phone habits? Do the quiz to find out.

1 You're at a restaurant. You start your soup, but then the phone rings. Do you:

- a turn off the phone without answering?
- b answer the call and then ask if you can call back later, after the meal?
- c answer the call and have a long conversation?

2 You're at the gym. Do you:

- a leave your phone in the changing room?
- b keep your phone with you, but only answer important calls?
- c take your phone with you and talk while you exercise?

3 You go shopping at the supermarket. Do you:

- a do your shopping with your phone switched off?
- b quickly call your partner to ask what to buy for dinner?
- c call your mother to ask which brand of washing powder to buy and then chat for 25 minutes?

4 You go to the cinema with friends. You expect your boss to contact you. Do you:

- a leave your phone off until the end of the film?
- b call your boss before the film starts to ask what he or she wants?
- c answer when your boss calls in the most interesting part of the film?

5 You're on a crowded train. Do you:

- a answer calls but not make calls?
- b make one call home to say 'I'm on the train' and to say when you expect to arrive?
- c pass the time calling friends and sharing details of your personal life with other passengers?

See page 142 for the results.



WORK IT OUT

2 Complete the rule about making questions with regular verbs in the Present Simple form.

To make questions in the second person singular, you use _____ + you + verb.