

business
one : one

Business one:one is the first business English course written specifically for teaching and learning one-to-one. Its non-linear approach allows you to negotiate with your student what the course covers, what happens in each lesson, and how they practise between lessons.

What does your student want from the course?

Use the free **MultiROM** to help your student select the topics they need to cover from the **How to ...** course syllabus. Then use the interactive **Learning planner** to create a personalized course plan.

What do you do in the lesson?

The 45-60 minute lesson starts with the target language. Negotiate with your student what happens next.

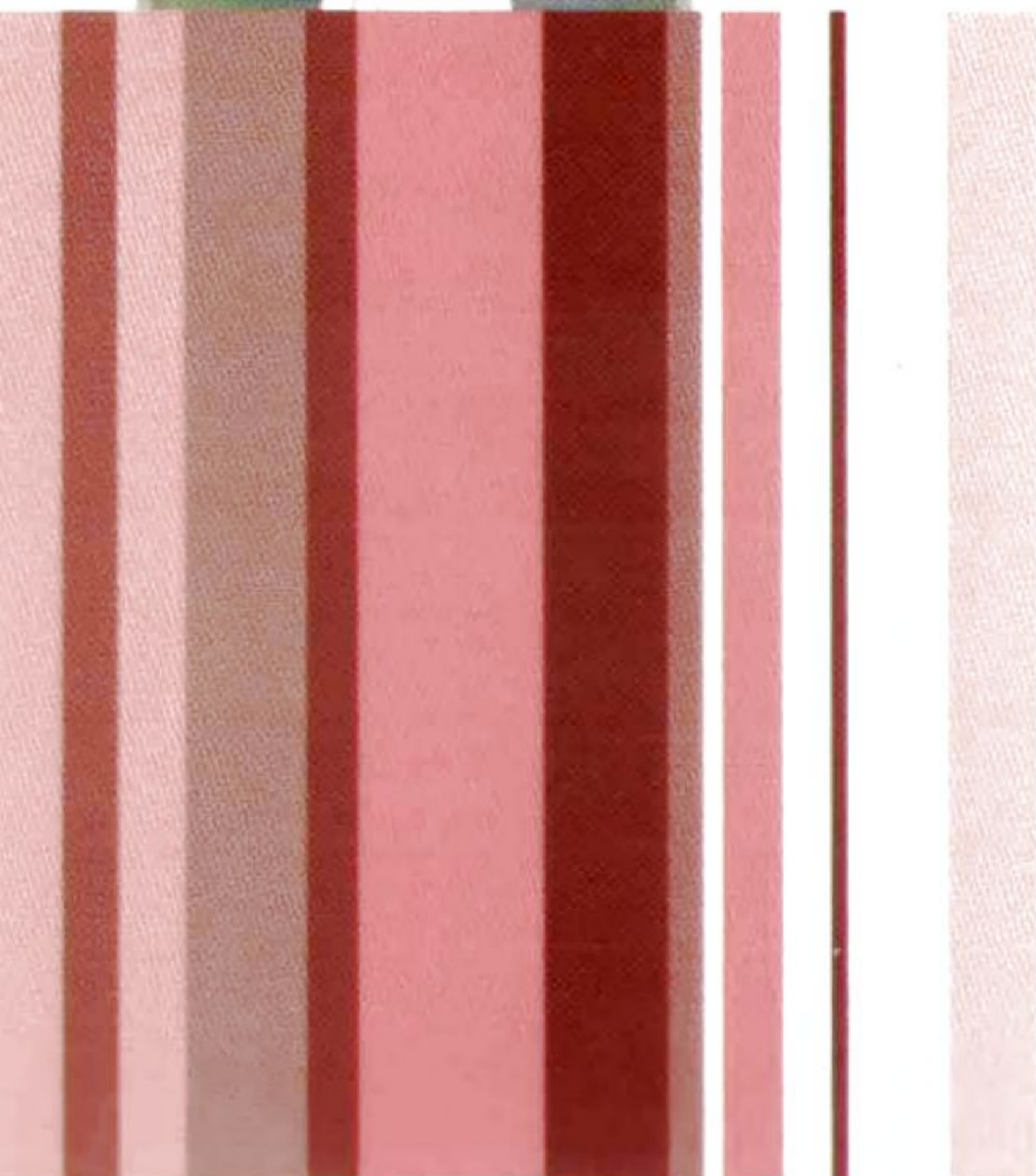
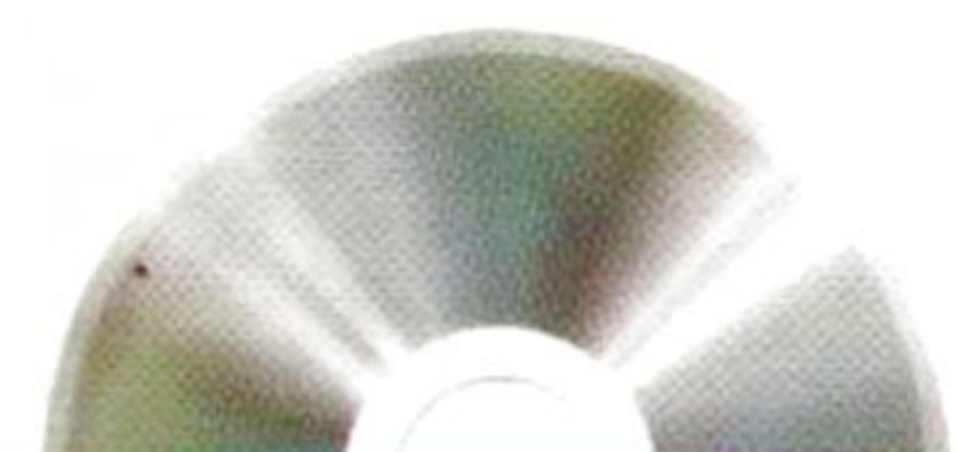
Choose from:

- communicative tasks like speaking or writing
- discussing grammar or collocations in the **Language box**
- talking through helpful ideas in the **Hint** section.

Encourage your student to use the **Lesson record** to collate the most useful language from each lesson. It's easy to look it up at any time.

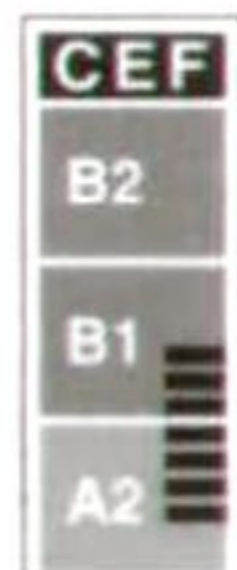
What happens between lessons?

Encourage the student to make the most of their time with the **Listening bank**, the **Email practice**, or the **Interactive tests** and **Grammar** on the **MultiROM** - or try some longer texts in the **Reading bank**.



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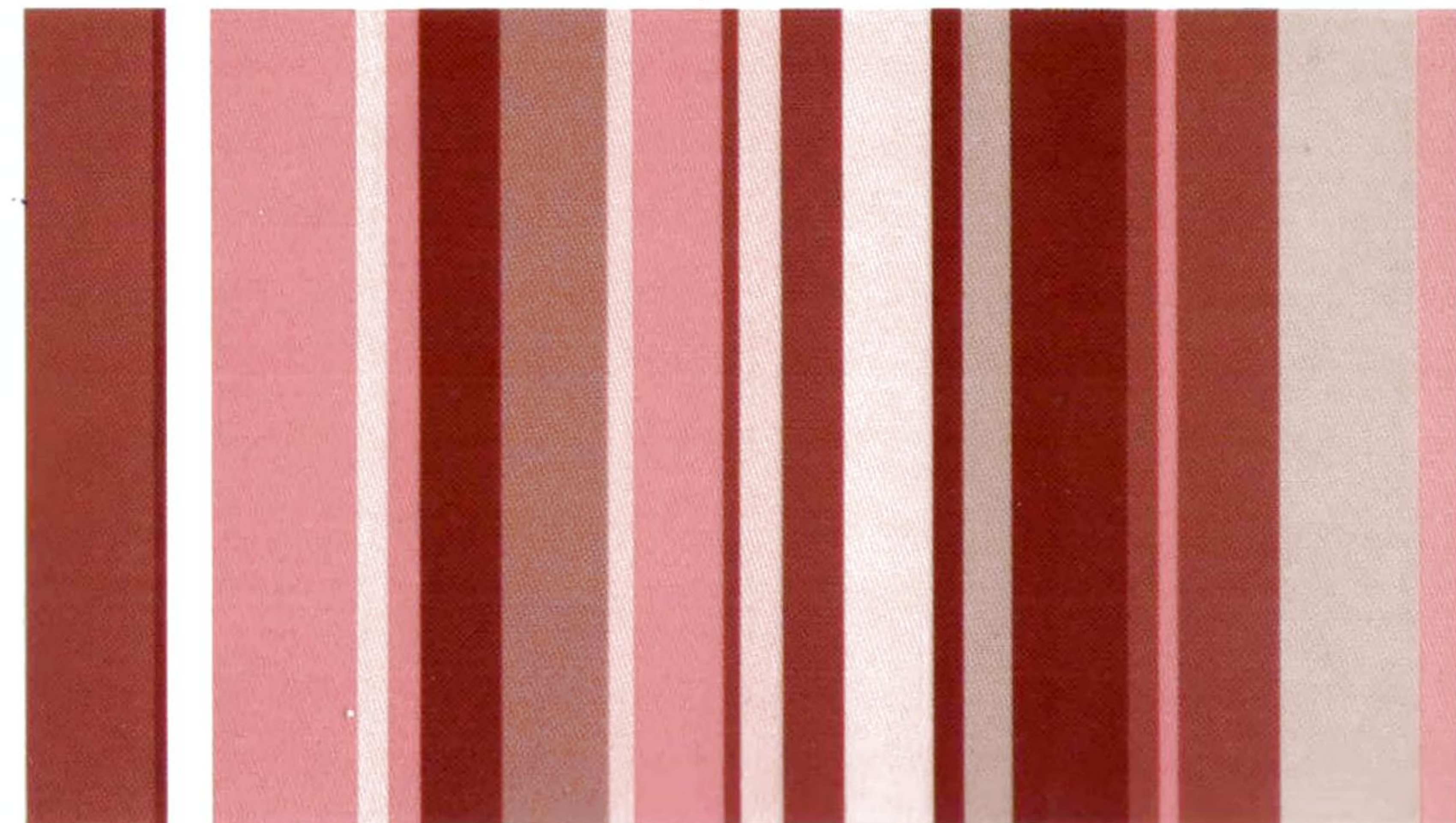
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business
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Rachel Appleby
John Bradley
Brian Brennan
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teacher's book pre-intermediate



01 How to say hello and goodbye

This lesson practises language for meeting people and introducing them to others.

Starter

- 1 Ask the student to read the questions, and decide which are not suitable when you meet someone for the first time in an English-speaking country.

Answers

How old are you? / How much do you earn? / Are you married?

- 2 Student's own answers.

Expressions

- 1 Ask the student to look at the two conversations and find the mistakes.

Answers

- 1 Thanks, fine. Fine, thanks.
When did you get ~~to~~ here?
I came early ~~today~~ this morning.
What did you ~~did~~ say your name was?
Can I introduce you ~~with~~ to Safina?
~~Be~~ Would you like something to drink?
- 2 I'm afraid it ~~gets~~ it's getting late.
I really must ~~to~~ go.
Have a good ~~travel~~ journey.
When you ~~leave~~ are you leaving?
Please ~~to~~ visit us here again one day.
Thanks for everything!

- 2 1.1 ◦ The student listens to check their answers.
- 3 The student completes the sentences. Listen to 1.1 again if necessary to check the answers.

Answers

- 1 each other
2 this is
3 face to
4 must
5 care
6 in touch
7 See you
8 All the best

Speaking

- 1 There is one situation to role-play here.

Role-play help

You are both at a conference. You have just met the student during the coffee break. They will introduce you to two colleagues. Prompt the student with comments such as 'I don't think we've met before', and 'What did you say your / their name was?'

Later in the conversation, the student has to leave. Prompt with a gesture to your watch if necessary. Give them time to explain why they are leaving, and also for them to suggest further contact.

Look

The student finds examples of verbs with the infinitive and *-ing* in listening script 1.1.

Answers

verb + infinitive

I didn't expect to see you here / don't forget to send me the photos / I just wanted to say ...

verb + *-ing*

I'm looking forward to meeting him / thank you for telling us about the project / I'll look forward to seeing you again

verb + bare infinitive

can't come / let me introduce you / can I introduce you to ... / I really must go

Writing

- 1 Ask the student to look at the categories, and think of some examples for each one. The student writes an email about greeting people in their country.

Model answer

Dear John

Thank you for your email. Please find below some cultural hints for doing business in my country.

When we meet people for the first time, we usually shake hands firmly, and make direct eye contact. We also shake hands when we say goodbye. Giving your business card to everyone you meet in a business context is really important too.

If you're invited to someone's home, you should take off your shoes before you go in and most people expect to receive a gift in this situation.

If you need any more information, please contact me!

Yours

Ken

02 How to make offers

This lesson looks at language for making, accepting, and refusing offers and suggestions.

Starter

- 1 Ask the student to match the key vocabulary for the lesson with the definitions.

Answers

1 b, 2 c, 3 e, 4 a, 5 d, 6 f

- 2 Student's own answers.

Expressions

- 1 2.1 ◦ The student listens first for numbers.

Answers

- a 3.2% (Note: In English a decimal point, not a comma, is used.)
b 5.2%, plus a possible bonus
c 3.2%, plus a bonus

- 2 The student listens to complete the sentences.

Answers

- 1 let's hear
2 Shall I
3 why not
4 how about
5 I'll agree to

- 3 2.2 ◦ The student listens for the words used for reacting to offers.

Answers

- 1 no way
2 do you mean
3 that's not a bad idea
4 it's a great idea
5 have to think about

Speaking

- 1 Ask the student to make a suggestion for each situation. Respond with target language for accepting or refusing the offer.

Possible answers

- 1 Let's use my office / How / What about using my office? / Why don't we use my office?
2 Let's have a break / Shall we / Why don't we have a break? / How / What about having a break?
3 Would you like me to / Shall I be the interpreter? / I'll be the interpreter, if you like
4 Shall I take you? / give you a lift? / Why don't I take you? / I'll take you, if you like / Would you like me to take you?
5 I'll help, if you like / Would you like me to help? / Shall I help?

Look

Ask the student to find examples of suggestions, offers, and reactions to suggestions and offers in listening script 2.1.

Answers

Shall I start? / Yes, why not? / How about a bonus? / I'll tell you what, I'll agree to / that's my offer / we don't think your offer of 3.2% is enough / there's no way / Would you like to say something ...? / Why don't we look at Pat's idea? / go on / how about this / that's not a bad idea / I think it's a great idea / would you like me to show you / yes, let's look at those / we'll offer this bonus ... if you agree / What about 4.2%? / that's out of the question

Writing

- 1 The student writes Nikos's reply to Jin, using phrases from Expressions and the Language box, as appropriate.

Model answer

Dear Jin,

Of course I remember you - you're the photographer who invited us to visit his studio! I think it's a great idea for you to come and visit my country, but do you mean you're coming alone, or with family or friends? How about spending three days in Athens first? There's some great sightseeing there. Then you could visit one or two of the small islands and relax. I'll send you a list of some of the nicest ones if you like. Then if you wanted to, you could fly down to Kalamata, where I live. I'll meet you at the airport if you like. Shall I show you around this part of the country for a few days?

Looking forward to it!

Nikos