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978-1-107-64068-9 - Business Plus: Preparing for the Workplace: Student's Book 1
Margaret Helliwell
Frontmatter
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Business PLUS

Preparing for the workplace

Margaret Helliwell

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Student's Book 1

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Plan of the book

	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
Before you begin *Page viii*				
Unit 1				
Nice to meet you *Pages 1–8*	At the airport	**1** *To be* **2** Present simple	Opening and closing conversations	**1** Numbers **2** Countries and regions
Unit 2				
In the office *Pages 9–16*	Types of office	**1** *There is . . . , there are . . .* **2** Adverbs of frequency	A typical day Talking about a day in the life of a famous person	**1** Office equipment **2** Words that go together (1)
TOEIC® practice *Pages 17–18*				
Unit 3				
On the phone *Pages 19–26*	Can I take a message?	Present simple and present continuous	On the phone Talking about cell phones	**1** Spelling names and saying numbers **2** Telephone language
Unit 4				
Buying and selling *Pages 27–34*	Helping customers	**1** *some* and *any* **2** *much* and *many*	Shopping habits Talking about shopping: good and bad service	**1** Giving directions **2** Words that go together (2)
TOEIC® practice *Pages 35–36*				
Unit 5				
What are you doing tomorrow? *Pages 37–44*	Making an appointment	Present continuous for future plans	Making plans and suggestions	**1** Days, months, dates **2** Telling the time

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	Reading	Culture focus	Business writing	Learning outcomes
				Students can . . .
	Talking about jobs	Meeting and greeting		▪ welcome a visitor. ▪ ask for and give personal information. ▪ open, continue, and close a conversation. ▪ ask for and tell people numbers. ▪ talk about countries and regions. ▪ understand a text about different jobs. ▪ talk about greeting people in different countries.
	Offices around the world		Emails	▪ talk about different types of office. ▪ describe an office and talk about routines. ▪ ask about and describe a typical day. ▪ talk about office equipment and where it is. ▪ understand a text about different offices. ▪ write an email to ask for information.
	The unbreakable cell phone	Business cards in Asia		▪ understand telephone phrases. ▪ talk about what people are doing now. ▪ understand telephone messages and talk about cell phones. ▪ spell names. ▪ use telephone language. ▪ understand a text about new smartphones. ▪ read a text about business cards in Asia.
	Showrooming		An inquiry	▪ understand conversations in a store. ▪ use *some*/*any* and *much*/*many*. ▪ talk about shopping habits and service in stores. ▪ understand and give directions. ▪ use words that go together. ▪ understand a text about the future of shopping. ▪ write an email asking for product information.
	London to Beijing in two days	Communication styles		▪ understand a conversation about making appointments. ▪ discuss future plans. ▪ understand a discussion about plans and make suggestions. ▪ talk about times and dates. ▪ understand the main idea of a text about future plans. ▪ understand different communication styles.

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	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
Unit 6				
Out and about *Pages 45–52*	Customer service in a hotel	Comparing people, places, and things	Giving advice Talking about traveling	**1** Traveling **2** Describing pictures
TOEIC® practice *Pages 53–54*				
Unit 7				
Tell me about your company *Pages 55–62*	The story of a company	**1** Past simple – regular verbs **2** Past simple – irregular verbs	Successful Asian companies Talking about successful companies	**1** Countries and nationalities **2** *Make* and *do*
Unit 8				
Let's eat out *Pages 63–70*	Entertaining in the business world	**1** Modal verbs **2** Countable and uncountable nouns	In a food court	**1** Food and drink **2** Invitations
TOEIC® practice *Pages 71–72*				
Unit 9				
Work and play *Pages 73–80*	During and after work	**1** *-ing* or *to*-infinitive **2** Connecting words	Travel and leisure in Asia	**1** *play/do/go . . .* **2** Describing leisure activities
Unit 10				
Come again soon! *Pages 81–88*	Saying goodbye	**1** The *will*-future **2** Grammar quiz	The workplace in 2025	**1** Saying hello and goodbye **2** Vocabulary quiz
TOEIC® practice *Pages 89–90*				

Partner files *Pages 91–94* **Irregular verbs** *Page 95* **Transcripts** *Pages 96–111*

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Reading	Culture focus	Business writing	Learning outcomes *Students can . . .*
			▪ change a hotel reservation on the phone. ▪ compare people, places, and things. ▪ talk about vacations and ways to travel. ▪ use different words to talk about traveling. ▪ describe pictures. ▪ understand comments on a hotel. ▪ write a confirmation email.
The Richmond Hotel, Jakarta		A confirmation	
			▪ understand somebody talking about a company. ▪ talk about things in the past. ▪ research and present information about a company. ▪ talk about countries and nationalities. ▪ ask and answer questions with *make* and *do*. ▪ understand a text about women in top jobs. ▪ understand conversation taboos.
Top jobs for women	Conversation taboos		
			▪ understand an invitation and a conversation in a restaurant. ▪ use the modal verbs *can*, *must*, *have to*, *need to*. ▪ use countable and uncountable nouns. ▪ talk about a restaurant menu. ▪ talk about food, drinks, and a favorite dish. ▪ invite somebody and say yes or no to an invitation. ▪ understand a text about a private jet service. ▪ invite somebody and write yes or no to an invitation.
Special requests on MJets		Invitations	
			▪ understand a conversation about work and leisure. ▪ use *-ing* and *to*-infinitive forms after some verbs. ▪ use connecting words. ▪ understand and talk about travel and leisure in Asia. ▪ talk about leisure time activities. ▪ understand a text about tourism in Thailand. ▪ understand body language in Asian countries.
Tourists in Thailand	Body language in Asia		
			▪ understand people saying goodbye. ▪ use *will* and *won't* to talk about the future. ▪ listen to and talk about life in the future. ▪ say hello and goodbye and use prepositions after verbs. ▪ understand an article about the advantages of the ASEAN Economic Community. ▪ write a thank-you email.
The ASEAN Economic Community		A thank-you email	

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Before you begin

Can you match the business situations in Units 1–10 with the photos? Then check the units.

1 **Nice to meet you**
At the airport

2 **In the office**
Types of office

3 **On the phone**
Can I take a message?

4 **Buying and selling**
Helping customers

5 **What are you doing tomorrow?**
Making an appointment

6 **Out and about**
Customer service in a hotel

7 **Tell me about your company**
The story of a company

8 **Let's eat out**
Entertaining in the business world

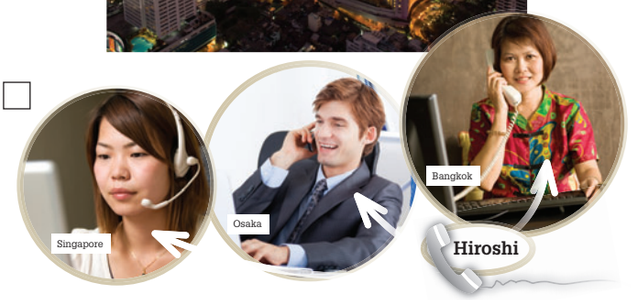
9 **Work and play**
During and after work

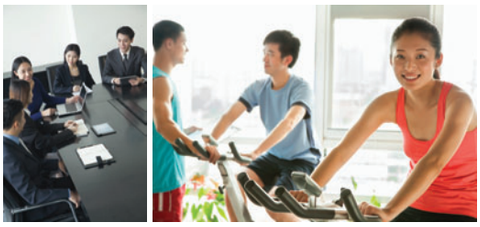
10 **Come again soon!**
Saying goodbye



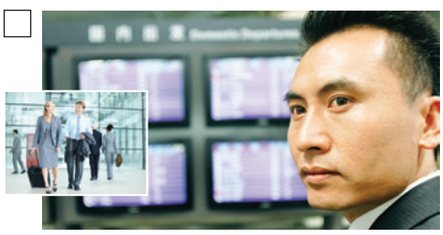




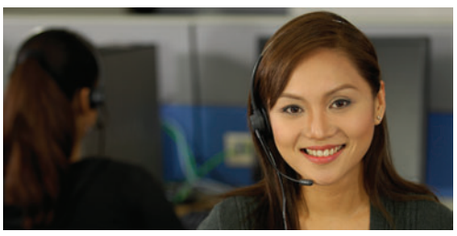














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