I start work at 8:30

Listen and practise  Saying where you’re from

1  Describe the photo. What are they doing? What are they saying?

2  Jeff, Beth and May are meeting in Singapore. Listen and write T for true or F for false next to each sentence. Then check your answers with a partner.
   a  May and Beth are meeting for the first time.  
   b  Beth is from the United States.  

3  Listen again and complete the conversation. Then practise in groups of three. Take turns being Jeff, May, and Beth.
   Jeff:  Beth,  
   May:  Nice to meet you, Beth. 
   Beth:  Nice to meet you too, May. Where  
   May:  I'm from Shanghai, in China.  
   Beth:  I'm from San Diego, in the United States.

4  Practise the conversation again. Change the information in blue using the names and jobs below.

Kimiko Tatsuda  
(Nagoya, Japan)  
Marketing Assistant  
Hasegawa Hotels

Maria Lopez  
(Mexico City, Mexico)  
Sales Manager  
BL Chemicals

Mikel Deuter  
(Essen, Germany)  
Service Engineer  
Ruhr Pipe Manufacturing

Lek Phikul  
(Hat Yai, Thailand)  
Tour Guide  
Tour Asia

Ben Poole  
(Manchester, UK)  
Product Planner  
Timson Watches

Aims
• Saying where you’re from
• Reflecting and reacting
• Describing routines
• Describing schedules
• Viewpoints: Working hours
• In business: Describe your workday
5 1.09 What do you think May will say next? Tick (✓) your guesses. Then listen to see if you are correct.

a  Is this your first trip to our office?
b  How old are you, Beth?
c  What do you do, Beth?
d  Let me give you my card.

Conversation strategy  Reflecting and reacting

1  Look at the table. It shows questions you can ask to reflect a question back to the speaker.

<table>
<thead>
<tr>
<th>What about you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How about you?</td>
</tr>
<tr>
<td>And you?</td>
</tr>
</tbody>
</table>

2 1.10 Listen to the four conversations. How do the speakers reflect the question?

a  ____________________________
b  ____________________________
c  ____________________________
d  ____________________________

3  Ask and answer the questions with a partner.

For example: A:  Where were you born?
    B:  I was born in _______. How about you?
    A:  I was born in _______.

a  Who is your favourite singer?
b  Can you play a musical instrument?
c  What kind of movies do you like?
d  Do you play any sports?
e  Where are you from?
f  Do you like fish?

4  Look at the table. It shows ways you can react to information.

<table>
<thead>
<tr>
<th>Wow!</th>
<th>Really?</th>
<th>That’s a shame</th>
</tr>
</thead>
<tbody>
<tr>
<td>That’s amazing!</td>
<td>That’s interesting.</td>
<td>Oh no!</td>
</tr>
<tr>
<td>That’s great!</td>
<td>I see.</td>
<td>I’m sorry to hear that</td>
</tr>
</tbody>
</table>

1.11 Listen and repeat. Say the expressions the same way.
5 Practise with a partner. Take turns reading and reacting. Use the information below and your own ideas.

For example:
A: I'm getting married next week!
B: That's great!

a I'm studying French.
b I went skiing last weekend.
c I lost my train pass.
d I have a bad cold.

Describing routines

1. Listen to May describe a typical workday. Next to each activity write how often she does these things. Then check your answers with a partner.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>get up at 6:30</td>
<td>every day</td>
</tr>
<tr>
<td>stop for coffee and a muffin</td>
<td></td>
</tr>
<tr>
<td>leave home at 7:30</td>
<td></td>
</tr>
<tr>
<td>have a morning meeting</td>
<td></td>
</tr>
<tr>
<td>eat a sandwich at my desk</td>
<td></td>
</tr>
<tr>
<td>study for an hour</td>
<td></td>
</tr>
</tbody>
</table>

2. Practise with a partner. Talk about some things you do.

For example:
A: Most days I drink coffee in the morning. How about you?
B: Some days I drink coffee. But I drink tea three or four times a day!
Describing schedules

1. Look at the table. It shows ways you can talk about schedules.

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Unit</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>on</td>
<td>day</td>
<td>On Monday, on Friday</td>
</tr>
<tr>
<td>at</td>
<td>time</td>
<td>At nine o’clock, at 8.30pm</td>
</tr>
<tr>
<td>in</td>
<td>month, year, part of day, season</td>
<td>In March, in 2010, in the morning, in spring</td>
</tr>
<tr>
<td>from … to …</td>
<td>day, time, month, year</td>
<td>From Monday to Thursday, from 4:00 to 6:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>From April to June, from 2008 to 2010</td>
</tr>
</tbody>
</table>

2. Put the correct prepositions in the spaces. Check your answers with a partner.
   a. The meeting starts ______ 10.00am.
   b. ______ Monday ________ Wednesday I work in our head office.
   c. ______ the afternoon I have a conference call with the US.
   d. I take my holiday _______ August.
   e. Lunchtime is ______ twelve-fifteen ______ one o’clock.
   f. Men don’t need to wear ties _______ summer.
   g. I joined this company _______ 2007.
   h. ______ Monday we have a morning meeting.

3. Listen and complete the schedule.

**Hiro Makino: March Business Trip**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>13/3</td>
<td>12:05pm Shanghai–New York (arrive ________)</td>
</tr>
<tr>
<td>16/3</td>
<td>_____ – Inspect Factory Site</td>
</tr>
<tr>
<td>16/3</td>
<td>_____ – New York–Dallas</td>
</tr>
<tr>
<td>17/3</td>
<td>9:00am – 10:30pm Texas Oil: Presentation</td>
</tr>
<tr>
<td>17/3</td>
<td>_____ – Dallas–SF</td>
</tr>
<tr>
<td>17/3</td>
<td>5:00pm – _____ SF Office: interview Lindsey Cole</td>
</tr>
<tr>
<td>17/3</td>
<td>_____ – Dinner: Dieter Muller (SF Manager)</td>
</tr>
<tr>
<td>18/3</td>
<td>_____ – SF–Shanghai (arrive 19/3 9:40pm)</td>
</tr>
</tbody>
</table>

4. Write true or false statements about Mr Makino’s schedule. Listen to your partner’s statements. Are they true or false?

For example: Mr Makino is arriving in Shanghai on 18th March. False!

   a. ____________________________  ____________________________
   b. ____________________________  ____________________________
   c. ____________________________  ____________________________
1 Read what these people say about working hours. Answer the questions.
- How many days a week do most people work in your country?
- Do most people work long hours in your country?
- How much holiday do people have in your country?

Maggie Kirk
Office Worker, Australia

I work for a busy property developer in Sydney. I travel a lot, so I’m a telecommuter. This means I can work from home, a hotel, or anywhere. I go to the office once or twice a month for meetings with my boss. I work a 40-hour week, but I can decide my schedule every day. This is good for me because I have two small children. I have four weeks’ holiday every year, and I try to take time off in summer when my children are out of school.

Soo-hyun Park,
Administrative Staff, Korea

I start work at 8:30. I work five days a week for eight hours a day, with one hour off for lunch. When we are busy, I work overtime. Sometimes I work on Saturdays. In my first year with the company I had ten days off, but now I have 20 days a year. It’s difficult for me to take more than four or five days at a time, because my job is very busy. Most people don’t use all their holiday.

Michel Dubois,
Systems Engineer, France

In France, work-life balance is important. I work a 35-hour week from Monday to Friday. We have a flexitime system. I can decide when to come to the office, but I must be there between 10:00am and 3:00pm. In my company there is no overtime. We have five weeks’ holiday every year. Many companies in France close for a month in the summer – my company closes for three weeks in August.

2 What is important to you when you look for a job?
Rate these items 1–5 (1 = very important, 5 = not important).

<table>
<thead>
<tr>
<th>Friendly colleagues</th>
<th>Flexitime</th>
<th>Interesting work</th>
<th>Long holidays</th>
<th>No overtime</th>
<th>Good salary</th>
<th>Telecommuting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Importance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 Talk about your answers in a group.
For example:
A: I think ________ is / are very important. How about you?
B: I don’t think ________ is / are important. How about you?
**In business**

**Describe your workday**

**Scenario:** You are visiting your old high school as part of a ‘careers day’. You and other people have been asked to talk to the students about a ‘Typical Workday’.

1. Choose one of the following jobs (or use your own idea).

<table>
<thead>
<tr>
<th>Restaurant owner</th>
<th>High school teacher</th>
<th>Construction worker</th>
<th>Fashion designer</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT manager</td>
<td>Ballet dancer</td>
<td>Research scientist</td>
<td>Your own idea:</td>
</tr>
</tbody>
</table>

2. Complete the table with information about your workday.

<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

3. Work in groups of three. Take turns describing your workday. When you listen to other group members, remember to react, reflect, and ask questions. Begin like this:

   *I’m a …………… This is a typical workday. From / At ………………….*