

# 1.2

VOCABULARY

## Personal and professional details

### Meeting people

1 Here are some phrases you can use when you greet somebody. Choose the best response (A-G) for each phrase (1-6).

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 0 Good morning. My name's Ros Cox.   | A Not too bad, thanks. And you? |
| 1 Hello. I'm Lothar Muller.          | B No, I'm not.                  |
| 2 Excuse me. Are you Linda Gordon?   | C Pleased to meet you, Ms Cox.  |
| 3 Hello, Ms Léonardi. How are you?   | D How do you do, Mr Muller?     |
| 4 Excuse me. Is your name Brown?     | E Please, call me Peter.        |
| 5 Hi, George. Nice to see you again. | F Yes, it is.                   |
| 6 Pleased to meet you, Mr Lehman.    | G Nice to see you too.          |

2 Work in pairs to check your answers. Then practise saying the greetings and responses.

3 In which of the situations in exercise 1 are the people meeting for the first time?



4 Complete the conversation with the sentences in the box.

- |  |                          |
|--|--------------------------|
| It's a real pleasure to work with her. | Nice to meet you, Ian.   |
| Do you know her?                       | May I introduce myself?  |
| My boss is in Sydney.                  | She's in Singapore, too. |

**Ian** Hello. (1) \_\_\_\_\_ My name's Ian and I work in the Asia-Pacific division.

**Henry** (2) \_\_\_\_\_ My name's Henry and this is my colleague, Sarah.

**Sarah** Hello, Ian. Do you work in the Sydney office?

**Ian** No, not at the moment. (3) \_\_\_\_\_ But I'm based in Singapore.

**Henry** Look! There's Michelle over there. She's based somewhere in Asia. I can't remember where exactly. (4) \_\_\_\_\_

**Ian** Yes, we're on the same project this year. (5) \_\_\_\_\_

**Henry** Ah, lucky you. She's really beautiful - and clever too.

**Ian** Yes, I know. (6) \_\_\_\_\_

**Sarah** Well, I think I'll leave you boys to discuss ... work.

**Henry** Oh, Sarah, you're not jealous, are you?

**Sarah** No, I'm not ... Michelle, how lovely it is to see you again.

5 Listen to the conversation and check your answers. <http://jciee.com/ten/text/download/sound/?id=1055&filename=02.mp3>

**Personal and professional profiles**



**6** Find out about your classmates, using the questionnaire. First, work in pairs and prepare questions. Then interview your classmates and record the numbers.

0 Do you have a hobby?

**Q**  
Questionnaire

**How many people:**

- 0 have a hobby?
- 1 go abroad on holiday?
- 2 haven't got any brothers or sisters?
- 3 are single?
- 4 have got a job?
- 5 know three business words beginning with C?
- 6 can play a musical instrument?
- 7 don't like chocolate?
- 8 can't name the levels of all three BEC exams?

**Numbers**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7** Work with a new partner. Interview each other. Fill in the fact file with information about your partner.

**Fact file**

Name \_\_\_\_\_ Hobbies \_\_\_\_\_

Surname \_\_\_\_\_ Family \_\_\_\_\_

Town \_\_\_\_\_ Job title \_\_\_\_\_

Favourite destination for holidays \_\_\_\_\_

Reasons for learning English \_\_\_\_\_

**8** With your partner, work with another pair of students. Introduce your partner to the other people in the group, using the information in exercise 7. Listen to the other presentations. Ask a follow-up question to each person.

Do you like living in ...?

**9** Write a personal profile of your partner. Use the information from the fact file in exercise 7, but include one false sentence. Write 30-40 words.

**10** Swap profiles with your partner. Read the profile about you and find the false sentence.

job and work


**1** Kostas Hadavas is a PA in a company that provides catering services. It's an unusual job for a man, so the in-company magazine interviews him. Write the correct form of the questions.

**SPOTLIGHT ON STAFF**

- 0 Q: What / name? *What's your name?*  
 A: Kostas Hadavas.
- 1 Q: How / spell / surname? \_\_\_\_\_  
 A: H-A-D-A-V-A-S.
- 2 Q: What / do? \_\_\_\_\_  
 A: I'm the personal assistant to the managing director of Athens Daily Menu.
- 3 Q: Who / managing director? \_\_\_\_\_  
 A: His name's Georgos Solomos.
- 4 Q: What / your job / involve? \_\_\_\_\_  
 A: I deal with clients, and I organise meetings and events.
- 5 Q: / write / reports too? \_\_\_\_\_  
 A: Yes, I often write reports and memos for our staff.
- 6 Q: / work / only in the Athens area? \_\_\_\_\_  
 A: No, we don't. We work in other parts of Greece too.
- 7 Q: How / people / react to you, a man, doing this job?  
 \_\_\_\_\_  
 A: Sometimes they are surprised, but it isn't usually a problem at all.
- 8 Q: / like / your job? \_\_\_\_\_  
 A: Yes, I like it a lot.
- 9 Q: Why / like / it? \_\_\_\_\_  
 A: Because I'm always busy, and because of the variety of things I do.

**Learning Tip**

Make a note of the questions you got wrong. Try to analyse why you made the mistakes. Repeat the exercise next week and see if you improve.

- 2**  **1.3 Listen to the conversation and check your answers.**  
<http://jeisee.com/tten/text/download/sound/?id=1054&filename=03.mp3>
- 3** Use some of the information from the interview to write a profile of Kostas Hadavas for the magazine. Write 30-40 words.

**4** Work in pairs to fill the gaps with *job* or *work*. Which word is both a verb and a noun? Which word is only a noun?

- 1 It's an unusual \_\_\_\_\_ for a man.
- 2 'What's your \_\_\_\_\_?' 'I'm an electronics engineer.'
- 3 We \_\_\_\_\_ with several Asian companies.
- 4 Many students have a part-time \_\_\_\_\_ to earn extra money.
- 5 My brother starts his first \_\_\_\_\_ on Monday. He's very nervous about it.
- 6 Where do you \_\_\_\_\_ these days?
- 7 She always does a great \_\_\_\_\_ when she organises events.
- 8 It's my \_\_\_\_\_ to welcome visitors and show them around.
- 9 I like my new \_\_\_\_\_. The \_\_\_\_\_ is varied and interesting.
- 10 'Hi, Steve. Are you still at \_\_\_\_\_?' 'Yes, I'm still in the office.'

**5** Work in pairs.

**Student A:** Write a list of jobs usually done by women.

**Student B:** Write a list of jobs usually done by men.

Compare your lists and think of three areas where traditions are changing.

**READING**

- 6** Rowan Barker Tate Inc. is a multinational confectionary company. Every year, at the annual meeting, the company awards a prize to its 'Employee of the Year'. Work in groups of four. Allocate one candidate (A-D) to each student in the group. Then read the criteria and the information about your candidate and decide why he/she should win.

**ROWAN BARKER TATE INC.**

## Employee of the Year Award



The employee should:

- make a significant contribution to company efficiency, profit, product development or staff development.
- deal with professional or personal problems successfully.
- be a mentor or set a positive example to others.
- represent the company values of healthy living.

This year's candidates are:

**A**

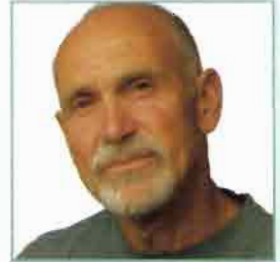
Ian Rogers is 40 years old. He's a production manager and he's based in Singapore. His responsibilities are to supervise projects and to coordinate resources. His professional background is in engineering. Ian usually goes scuba diving at weekends and he also enjoys marathon running and cooking. He runs a sports club for local children and he raises money for their training.

**B**

Michelle Yong is 36. She's a finance assistant and she's based in Singapore. Michelle usually deals with Asia division accounts and sometimes does auditing for other divisions. She has a master's degree in business administration. In her free time Michelle likes painting, and she also does judo. Michelle suffers from Chronic Fatigue Syndrome and often works from home, but this does not stop her ambitious career plans.

**C**

Sarah Mullen is 31 years old and based in the head office in Dallas. As the company's communications director, she deals with the company's internal and external communications. Sarah is also in charge of the company's successful new email system. She regularly works late to help colleagues or to attend external events. Sarah has a degree in journalism. Sarah's personal interests are writing detective stories, breeding Yorkshire terriers and showing her dogs in exhibitions.

**D**

Henry King is 57 and is the research and development manager. Henry is based in Dallas. He manages R&D of new product ideas, including the best-selling new chocolate chewing gum range. Henry is famous for always thinking of new ideas and projects. Henry's professional background is in food technology, and in his free time he enjoys visits to museums, art galleries and the theatre.

- 7** Discuss the four candidates in your groups and choose a winner.

**Useful language**

I like Ian best. He ...

Michelle should win because she ...

I think Sarah is the best candidate. She ...

I think Henry should win because ...