

## Meeting and shopping

### Lesson 1: Conversations at work

#### A Vocabulary: Types of conversation

1. Look at the photographs. Write a word from the box in each space.
2. Listen and check your answers.
3. Listen and repeat.

~~face to face~~ conference  
discussion call  
interview chat



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a. a **face-to-face** meeting



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b. a **discussion**



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c. a **job interview**



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d. a **chat**



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e. a **video conference**



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f. a **conference call**

## Key Skills for Business: Unit 4

### B Stress in words

1. Listen again to words from Exercise A.
2. How many syllables are in each word?
3. Which syllable is stressed in each word?
4. Listen and repeat.

	number of syllables	stressed syllable
a. chat	1	1
b. conference	3	1
c. video	3	1
d. meeting	2	1
e. discussion	3	2
f. interview	3	1

### C Vocabulary: Formal or informal?

1. Look at the photographs and words on the right.
  2. Look at the photographs on the opposite page.
- Tick in the correct column.

	formal	Informal
a. a face-to-face meeting	✓	
b. a discussion		✓
c. a job interview	✓	
d. a chat		✓
e. a conference call	✓	
f. a video conference	✓	

### D Vocabulary: Verb to noun

1. Read **Language tip 1**.
2. Write the noun for each verb in the table.

verb	noun
a. <i>to meet</i>	b. a meeting
c. <i>to chat</i>	d. a chat
e. <i>to discuss</i>	f. a discussion
g. <i>to call</i>	h. a call
i. <i>to interview</i>	j. an interview

3. Listen and check your answers.
4. Listen to the verbs. Say the nouns.

### E Vocabulary: Verb + noun

1. Read **Language tip 2**.
2. Make sentences from these words.
  - a. We / a meeting / every Monday.
  - b. She / a conference call / 10.
  - c. He / job interviews / this week
  - d. Let's / a chat / your work.
  - e. I can't / a video conference / today.
3. Listen and check.
4. Listen and repeat.

(AW spread around but syllable and stress markers must be above the correct parts.)

1

chat

1 – 2 -3

con-fer-ence

1 - 2

meet-ing



formal clothes



informal clothes

Good morning  
 Good afternoon.  
 Good evening  
**formal greetings**

Hi  
 Hiya  
 Hello  
**informal greetings**

#### Language tip: verb to noun

Sometimes nouns and verbs are the same word. e.g. **to chat / a chat**  
 Sometimes we add *-ing* to the verb e.g. **to meet / a meeting**  
 Sometimes we add an ending e.g. **to discuss / a discussion**  
 You must learn the noun for each verb.

#### Language tip 2: verb + noun

We often use the verb *have* with conversation words.

#### Examples:

I **have a conference call** at 10.  
 Zhangli **has a meeting** today.

## Key Skills for Business: Unit 4

Tapescript:

A2

- a. a face-to-face meeting
- b. a discussion
- c. a job interview
- d. a chat
- e. a video conference
- f. a conference call

A3

Repeat of A2 with pause for students to repeat

B 4

- a. chat
- b. conference
- c. call
- d. video
- e. meeting
- f. discussion
- g. interview

D3

a. <i>to meet</i>	a meeting
b. <i>to chat</i>	a chat
c. <i>to call</i>	a call
d. <i>to discuss</i>	a discussion
e. <i>to interview</i>	an interview

D4

with pauses for students to say the noun

a. <i>to meet</i>
b. <i>to chat</i>
c. <i>to call</i>
d. <i>to discuss</i>
e. <i>to interview</i>

E 3

- a. We have a meeting every Monday.
- b. She has a conference call at 10.
- c. He has job interviews this week.
- d. Let's have a chat about your work.
- e. I can't have a video conference today.

E4

## Key Skills for Business: Unit 4

Repeat of E3 with pauses for students to repeat

## Key Skills for Business: Unit 4

### Lesson 2: Current projects

#### A Preparing to listen

- Write notes for you in the **Me** column.
- Tell your partner your information. Make notes in the **My partner** column.

	Me	My partner	Silvia
a. What is your job?			Computer programmer
b. Do you have a lot of meetings in your job?			yes, 8 to-10
c. What do you discuss at the meetings?			current projects
d. Do you have face-to-face meetings?			yes
e. Do you have video conference calls?			yes
f. Do you meet customers?			no
g. What is your current project?			designing software

#### B Listening

- You are going to hear Silvia. She is chatting to a friend. They are talking about their jobs.
  - Listen. Make notes in the Silvia column.
  - Listen again. Check your notes.
  - Compare your answers in pairs.
- What do the underlined words mean?
  - I'm having a break at the moment.
  - We talk about our current projects.
  - I'm designing software for Simple Grocery Stores.
  - I'm preparing for another meeting.



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#### C Completing sentences

- Listen again to some of the sentences from Exercise A. What is the last word in each sentence? Write the number.

**Example:**

You hear: 1. Do you have time for ...

6	a week.
2	at the moment.
3	company.
1	a chat?
8	customers.
4	job?
5	meetings!
7	projects.

- Now listen to the whole sentences and check your answers.

#### Language tip: The present continuous

We use the present continuous to talk about current actions.

subject	be	verb + ing	more information
I	am 'm	working	now
You	are 're	living	here
He/She/It	is 's	speaking	on the phone
We/They	are 're	going	into a store

The verb + *ing* is called the present participle.



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(AW speech bubbles)

Hi. I'm Javier. I'm a consultant. I'm working on a new product.

Hello. I'm Letizia. I'm a personal assistant. I'm planning the next meeting.

I'm Jan. I'm a programmer. I'm designing a program for customers in Italy.

#### D Introducing yourself and your current work

In business, you often have to talk about current actions.

- Stand up. Walk around the class. Meet the other students.

Tell them

- your name
- your job
- your current work

- What can you remember about the people in the class? Share with a partner in one sentence.

**Example:** *Linda's working on a project with a coffee company.*

#### E Saying the sounds V1 and V8

Look at some words from this unit. They all have the sound 'V1' or 'V8'

- What is the sound of the [underlined] letter in each word? Listen to the two sounds in the first row.
- Listen to the words.
- Listen and repeat the words.

	/V1/	/V8/
	<u>si</u> t	s <u>pea</u> k
<u>i</u> nterview	✓	
<u>w</u> eek		✓
<u>m</u> eeting		✓
<u>v</u> ideo	✓	
<u>c</u> olle <u>a</u> gues		✓
<u>i</u> n <u>f</u> ormal	✓	
<u>d</u> i <u>s</u> cussion	✓	
<u>d</u> esign	✓	

## Key Skills for Business: Unit 4

### Tapescript

#### B1a

Jack: Hi, Silvia. How are you?

Silvia: Jack! What are you doing here?

Jack: I'm visiting a client.

Silvia: It's great to see you again...after, what is it? A year?

Jack: I think it's two years!

Silvia: Goodness! Do you have time for a chat?

Silvia: Well, a few minutes. I'm having a break at the moment.

Jack: Me, too. What are you doing now?

Silvia: I'm a computer programmer with a marketing company.

Jack: Great! Do you like your job?

Silvia: Yes, it's good. But we have too many meetings!

Jack: Ah, meetings, meetings! We all have too many meetings!

Silvia: But we have eight or ten meetings a week.

Jack: What do you discuss at these meetings?

Silvia: We talk about our current projects. You know, we're all working for different customers.

Jack: Are they face-to-face?

Silvia: Sometimes, but we have a lot of video conference calls as well.

Jack: Do you have meetings with customers?

Silvia: No, I don't meet customers.

Jack: So what's your current project?

Silvia: I'm designing software for Simple Grocery Stores.

Jack: Really? I'm meeting someone from Simple Grocery Stores now!

Silvia: Amazing. So are you working on the new website?

Jack: Yes, I'm doing the photographs.

Silvia: So we're working on the same project! That's wonderful.

Jack: Let's meet soon and have a chat about it.

Silvia: Lovely. Oh, sorry. I have to go now.

Jack: Back to your programming?

Silvia: No! I'm preparing for another meeting!

#### B1b

Repeat of B1a

#### C1

[Don't say final word(s) first time.]

1. Do you have time for	a chat?
2. I'm having a break	at the moment.
3. I'm a computer programmer with a marketing	company.
4. Do you like your	job?
5. We have too many	meetings!
6. We have eight or ten meetings	a week.
7. We talk about our current	projects.
8. We're all working for different	customers.

## Key Skills for Business: Unit 4

C2

1. Do you have time for	a chat?
2. I'm having a break	at the moment.
3. I'm a computer programmer with a marketing	company.
4. Do you like your	job?
5. We have too many	meetings!
6. We have eight or ten meetings	a week.
7. We talk about our current	projects.
8. We're all working for different	customers.

E2| Say each word with pause after each.

sit

speak

1. interview
2. week
3. meeting
4. video
5. colleagues
6. informal
7. discussion
8. design

**Commented [SLB1]:** Sorry I didn't spot it earlier in the previous version: 'D' should be 'E2'.

## Key Skills for Business: Unit 4

### Lesson 3: Food and drink

#### A Preparing to read

- You are going to read the grocery store flyer on the opposite page. Look quickly at the text.
  - Who is it for? **Customers of Simple Grocery Stores**
  - What is it advertising? **Food**
  - What is new? **The cafe**
  - How can you win a week's free shopping? **Complete the questionnaire**
- Read the words on the right. Which part do they come from? Write A, B or C.  
A **The food section**  
B **The café section**  
C **The questionnaire section**  
(TB answer next page)
  - high speed broadband **B**
  - specials **A**
  - current occupation **C**
  - visit **B**
  - snacks **A**
  - email address **C**

#### B While reading: Looking for key information

Look quickly at the flyer again.

- Which food costs most? **coffee**
- Which food is cheapest? **soda**
- How much is chicken and salad with soda? **\$5.33**
- Can I eat in the new café at 6 am? **No.**
- Where does Grayson write his questionnaire? **In the café.**
- Does he like Simple Grocery Stores? **yes!**

#### C Understanding sentences: Finding the verb

- Read Grayson's answer to the question: *Why do you like shopping at Simple Grocery Stores?... again on the opposite page. Underline all the verbs.*  
(AW remove underlined words, leave one example)  
*Because it's near my apartment and the prices are good. I'm writing this in your new café. I'm using your high speed broadband and I'm eating a wonderful chicken sandwich! It's great!*
- Cover the text on the opposite page. Complete the paragraph on the right with a verb from the box in each space.

's	'm using	's
are	'm eating	
	'm writing	
- Uncover the text. Check your answers.

#### D Reading and speaking

- Look again at the food section of the flyer.
  - Which ones do you usually buy?
  - How much do those items cost in your country?
- Work in pairs. Tell your partner. Do you buy the same things?

(AW following designed up so it looks like a grocery store flyer with handdrawn illos of all the products. A picture of the new café. The questionnaire part should be filled in with handwriting.)

## Simple Grocery Stores

### Specials this week!

coffee \$5.37

bread \$0.85c

milk \$2.03

cookies \$1.50

soda 75c

chicken \$2.29

salad \$1.29

cereal \$1.98

frozen dinner \$3.75

snacks 99c

eggs \$1.60

peanut butter \$2

deli meat \$2.49

cheese \$1.99

sandwiches \$1.98

**Visit our new cafe with  
high speed broadband  
connection!**

**Open 7 am – 11pm every  
day!**



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### Answer the question to win a week's free shopping!

(AW handwriting font for Grayson's answers)

Name: *Grayson Smedley*

Age: *26*

Email address: *grayson@smedleyworks.com*

Phone number: *0011223344*

Current job: *App developer*

Why do you like shopping at Simple Grocery Stores? (Write 40 words or less.)

(AW same handwriting font)

*The store is near my apartment. The prices are good. I'm writing in your new cafe!. I'm using your high speed broadband. I'm eating a wonderful chicken sandwich! It's great!*

## Key Skills for Business: Unit 4

### Lesson 4: Shopping

#### A Vocabulary: Verbs for shopping



a. look **at**



b. pick **up**



c. put **in**



d. look **for**



e. pay **for**



f. go **into**

1. Look at the pictures above. Complete each verb with a preposition from the box.  

for for in at into up
2. Listen and check your answers. Underline the stressed word.
3. Listen and repeat the verbs.

#### B Vocabulary: In a store

(Note – these will have to be redrawn because most are editorial use only)



a. a shopping cart



b. an aisle



c. a checkout



d. a display



e. a self-service checkout



f. shelves

1. Look at the pictures above. Listen and repeat the words.
2. Listen to some definitions. Say the correct words.

**Example:**

**Your hear:** It's a "road" in a shop.

**You say:** an aisle.

3. Listen and check your answers.

## Key Skills for Business: Unit 4

### C Talking about parts of a store

Work in pairs.

Student 1: Read a definition to Student 2.

Student 2: Cover the definitions. Tell Student 1 the word or phrase

Now change roles.

a. Customers pay for shopping here. An assistant takes the money.	f	shelves
b. Customers put shopping in it.	e	a display
c. It is a "road" in a grocery store.	a	a checkout
d. Customers pay for shopping here. There isn't a store assistant. There is a machine.	b	a shopping cart
e. There are lots of products, for example soft drinks.	c	an aisle
f. Stores put products on them.	d	a self service checkout

### D Talking about shopping

- Look again at the photos in Exercise A. Complete the sentences on the right using the present continuous form of the verb.
- Listen and check your answers.
- Work in pairs. Cover the sentences above.  
Student 1: Point to a photo.  
Student 2: Say the correct sentence.  
Now change roles.

- She is looking at the box.
- She is picking up the cheese.
- He is putting the bottle in the basket.
- He is looking for his favorite coffee.
- They are going into a clothes shop.

### E Vocabulary: Shopping and technology

- Read this short text about shopping and technology. Choose the best meaning of the word **scan**.
  - To pay for something with a machine.
  - To put information into a computer with a machine.
  - To learn about something with a machine.
- What are the people doing at the moment? Put the verbs the correct tense.
  - Silvia (scan) is scanning her shopping at the self-service checkout.
  - Sam and John (check) are checking prices with their phones.
  - Grayson (look at) is looking at the in-store screen.
  - James and Mike (get) are getting more information about a product.
  - Zhangli (use) is using her phone to pay for her shopping.
- Listen and check your answers.

Many people use technology in stores. They check prices with their phones. People scan the QR codes on products to get more information. They also scan their shopping at self-service check outs. They pay for the shopping with their phones.



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a QR code

#### Language tip: Present continuous or present simple?

- We use the present continuous to talk about an action happening now:  
**Example: I'm talking** to Silvia on my phone.
- We use the present simple with a habit.  
**Example: I talk** on my phone for hours.

## Key Skills for Business: Unit 4

### Tapescript

#### Lesson 4

##### A2

- a. look at
- b. pick up
- c. put in
- d. look for
- e. pay for
- f. go into

##### 3

repeat of 2 with pauses for students to repeat

##### B1

Pause for students to repeat the phrases

- a. a shopping cart
- b. an aisle
- c. a checkout
- d. a display
- e. a self-service checkout
- f. shelves

##### B2

- a. It's a "road" in a grocery store.
- b. Customers pay for shopping here. An assistant takes the money.
- c. Customers put shopping in it.
- d. Customers pay for shopping here. There isn't a store assistant. There is a machine.
- e. There are lots of products, for example soft drinks.
- f. Stores put products on them.

##### B3

Pause between the definition and the word / phrase; maybe two voices

- a. It's a "road" in a grocery store.      an aisle
- b. Customers pay for shopping here. An assistant takes the money.      a checkout
- c. Customers put shopping in it.      a shopping cart
- d. Customers pay for shopping here. There isn't a store assistant. There is a machine.      a self-service checkout
- e. There are lots of the same products in one place, for example soft drinks.      a display
- f. Stores put products on them.      shelves

##### D2

- a. She is looking at the box.
- b. She is picking up the cheese.
- c. He is putting the bottle in the basket.
- d. He is looking for his favorite coffee.
- e. They are going into a clothes shop.

## Key Skills for Business: Unit 4

E4

- a. Silvia is scanning her shopping at the self-service checkout.
- b. Sam and John are checking prices with their phones.
- c. Grayson is looking at the in-store screen.
- d. James and Mike are getting more information about a product.
- e. Zhangli is using her phone to pay for her shopping.

## Key Skills for Business: Unit 4

### Lesson 5: Current situations

#### A Negatives in the present continuous

- Read the **Language tip**.
- Correct these negative sentences.
  - Silvia is talking not on her phone now.
  - Jane and Jo are not work together at the moment.
  - He aren't scanning his shopping.
  - Sally isnot working today.
  - We're aren't working on the project any more.
- Listen and check.

#### B Time expressions with present continuous

- Underline the time expressions in Exercise A2.
- Listen and repeat the words.
- Listen and repeat some sentences from Exercise A. All the sentences have time expressions.

#### C Making negatives with present continuous

- Read some statements. Make negative sentences
  - I'm living with Jane at the moment.  
*I'm not living with Jane at the moment.*
  - Silvia's working on a new project.  
*Silvia isn't working on a new project.*
  - James and Sam are going into a store.  
*James and Sam aren't going into a store.*
  - We're meeting Grayson now.  
*We aren't meeting Grayson now.*
  - We're planning a new product.  
*We aren't planning a new product.*
- Listen and check your answers.
- Write three negative sentences about your work.
- Tell your partner.
- How much can you remember about your partner? Tell him / her.  
**Example:** *You aren't working on Wednesdays at the moment.*

We use full words in writing.

S	be	negative	participle	more information
I	am		working	at the moment
You	are	not	living	in London now.
We			meeting	in Room 2.
They			having	lunch today.
She	is		sharing	a house any more.
He			raining	now.
It				

We use contractions in speaking.

S + be	negative + participle	more information
I'm	not working	at the moment.
You	aren't shopping	now
We		
They		
She	isn't listening	to the radio.
He		
It	isn't raining	any more.

We often use time expressions with the present continuous:

*at the moment*  
*today*  
*now*  
*any more (with negative)*

(AW just to lift the page – no direct reference)



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**Language tip:** Using *present continuous in the negative*.

## Key Skills for Business: Unit 4

### D Choosing the correct tense

- Choose the present simple or the present continuous tense for each sentence.
  - He's a manager. He **works / 's working** in a bank.
  - She's Chinese but she **lives / 's living** in London at the moment.
  - We **have / 're having** a meeting every Monday.
  - Sorry. I **talk / 'm talking** on the phone.
  - It **doesn't rain / isn't raining** at the moment.
  - They **don't like / aren't liking** their jobs.
- Listen and check.
- Listen and repeat the correct sentences.

### E Producing the correct tense

- Write true sentences about your life and your work.
  - three sentences with the present simple
  - three sentences with the present continuous.
- Work in pairs. Read the sentences to each other. Are your partner's sentences in the correct tense?

#### Language tip: Recognizing negatives

Remember!

It is easy to recognize negatives in reading. Look for *not* or *n't*.

**Examples:**

He's working with new clients.

He **isn't** working with new clients any more.

I'm talking to Silvia.

I'm **not** talking to Silvia now.

They're sharing a workspace.

They **aren't** sharing a workspace any more.

(Note that the examples here are recorded and played during exercise F)

It is harder to recognize negatives in listening. The word *not* is not stressed.

In fact, you may not hear it.

- With the present continuous negative, the verb *be* is stressed.

**Examples:**

He **isn't** working with new clients.

They **aren't** sharing a workspace.

**Exception:** I'm **not** talking.

- With positive sentences in the present continuous, the participle is stressed.

**Examples:**

I'm **talking** to Silvia.

They're **sharing** a workspace.

### F Preparing to listen: Positive or negative?

- Read the **Language tip** on the right.
- Listen to the **examples** in the Language tip.
- Listen and repeat.

### G Listening

- Read the pairs of sentences.

	1	2
a.	I'm working with new clients.	I'm not working with new clients now.
b.	You're writing a book.	You aren't writing a book any more.
c.	He's calling his boss.	He isn't calling his boss now.
d.	She's walking down the aisle.	She isn't walking down the aisle now.
e.	It's raining.	It isn't raining any more.
f.	They're meeting new clients at 6.	They aren't meeting new clients at 6 now.

- Listen. Which sentence is it? Say 1. or 2.?
- Listen again and check your answers.

### H Practising with negatives

Work in pairs.

Say to each other one of the sentences in Exercise G.

Can you partner recognize positive or negative?

## Key Skills for Business: Unit 4

### A3

- a. Silvia isn't talking on her phone now.
- b. Jane and Jo aren't working together at the moment.
- c. He isn't scanning his shopping.
- d. Sally isn't working today.
- e. We aren't working on the project any more.

### B2

pause for students to repeat words and phrases

now  
at the moment  
today  
any more

### B3

Silvia isn't talking on her phone now.  
Jane and Jo aren't working together at the moment.  
Sally isn't working today.  
We aren't working on the project any more.

### C2

- a. I'm not living with Jane at the moment.
- b. Silvia isn't working on a new project.
- c. James and Sam aren't going into a store.
- d. We aren't meeting Grayson now.
- e. We aren't planning a new product.

### D2

- a. He's a manager. He works in a bank.
- b. She's Chinese but she's living in London at the moment.
- c. We have a meeting every Monday.
- d. Sorry. I'm talking on the phone.
- e. It isn't raining at the moment.
- f. They don't like their jobs.

### D3

repeat of D2 with pauses for students to repeat

### F2

Language tip: Recognizing negatives

Remember!

## Key Skills for Business: Unit 4

It is easy to recognize negatives in reading, but it is harder to recognize in listening. The word not is not stressed. In fact, you may not hear it.

1 With the present continuous negative, the verb be is stressed

### Stress bold words

Examples:

He **isn't** working with new clients.

They **aren't** sharing a workspace.

Exception:

I'm **not** talking.

2 With positive sentences in the present continuous, the participle is stressed.

Examples:

I'm **talking** to Silvia.

They're **sharing** a workspace.

F3

Repeat of F2 examples with pauses for repetition:

He **isn't** working with new clients.

They **aren't** sharing a workspace.

I'm **not** talking.

I'm **talking** to Silvia.

They're **sharing** a workspace.

G2

- a. I'm not working with new clients now
- b. You're writing a book.
- c. He isn't calling his boss now.
- d. She's walking down the aisle.
- e. It isn't raining.
- f. They're meeting new clients at 6.

G3

- a. I'm not working with new clients now. 2
- b. You're writing a book. 1
- c. He isn't calling his boss now. 2
- d. She's walking down the aisle. 1
- e. It isn't raining. 2
- f. They're meeting new clients at 6. 1

## Key Skills for Business: Unit 4

### Lesson 6: The Simple Grocery Stores Project

#### A Reading and speaking

- Read the email about The Simple Grocery Stores Project on the right.
- Work in pairs. Answer the questions.
  - Who is it from? *Jasmine West*
  - Who is it to? *Grayson, Silvia, James and Zhangli*
  - Is the email formal or informal? *informal*
  - Is the email positive or negative? *Positive*
  - What is Jasmine sending them? *video of a customer.*
  - What time is the video conference? *8am GMT tomorrow.*

#### B Listening and writing

- Listen to the first part of the conference. Make notes about the projects.
- Listen and check your answers.

Name	Current project
James	<i>Designing new website</i>
Grayson	<i>Simple Stores shopping app</i>
Silvia	<i>new in-store program</i>
Zhangli	<i>marketing plan for new digital stores</i>

(AW mocked up to look like an email)

From: jasmine@digitizz.com  
 To: Grayson, Silvia, James and Zhangli  
 Re: The Simple Grocery Stores Project  
 Att: Customer video

Hi guys!  
 We're very excited about this project. We're looking forward to working with you.

I am sending you the first part of a video. It's a customer in one of our Simple Stores. It's very interesting!

Watch the video. We can show you the ending at a video conference call.

Can we meet tomorrow at 8 am GMT?

Regards,  
 Jasmine

Jasmine West  
 Head of Digital Projects  
 Digitizz.com

#### C. Listening and predicting

You are going to listen to Part 2.

- What will probably be in the Simple Stores video? Tick one or more items in the green table on the right. (*probable in, green, actual red*).
- Listen to the conference. Check your ideas.

• a customer	✓	✓
• some store assistants	✓	✓
• digital technology in the store	✓	✓
• some new food	✓	
• different types of shopping cart	✓	
• a new type of checkout	✓	✓
• a special display	✓	
• co-working office space		
• a special aisle	✓	
• many different Simple Stores		

#### D Listening and reading

- Listen to Part 2 again. Look at the actions in the yellow table. Number them in the correct order.
- Compare your answers in pairs.
- Listen and check.

- She's looking for something. **2.**
- She's picking up the soda again. **8.**
- She's walking down the aisle. **1.**
- She's putting down the soda. **5.**
- She's picking up a bottle of soda. **4.**
- She's checking on her phone. **6.**
- She's walking out of the store with the soda. **9.**
- She's standing in front of the soda display. **3.**
- She's looking at her phone. **7.**

#### E Roleplay: Simple Stores!

- Work in pairs. You are going to act a scene in Simple Stores for another pair. Put 6-8 actions in your scene. Practise your scene. Don't speak.
- Work in groups of 4.
  - Pair 1: Act out your scene. Don't speak.  
 Pair 2: Describe the scene.  
**Example:**  
*They're walking down the aisle.*  
*They're picking up a box...*
  - Now change roles.

## Key Skills for Business: Unit 4

### Tapescript

#### B1

##### PART 1

Jasmine: Good morning everyone.

Zhangli, James: Good morning/hello

Silvia, Grayson: Hi/morning

Jasmine: Before we watch the video, tell us what you are working on at the moment. Now, James, you and Peter...

James: Ah, no, I'm not working with Peter any more. I'm working with William. We're designing the new Simple Stores website.

Jasmine: Great. Grayson?

Grayson: I'm working on the Simple Stores shopping app.

Jasmine: The shopping app?

Grayson: Yes, the shopping app for Simple Stores.

Jasmine: Fantastic. Silvia?

Silvia: I'm writing a new in-store program.

Jasmine: An in-store program?

Silvia: Yes, for Simple Stores customers.

Jasmine: Good ... and Zhangli?

Zhangli: I'm working on the marketing plan for the new digital Simple Stores.

#### B2

James is designing new website.

Grayson's working on the Simple Stores shopping app.

Silvia's writing a new in-store program.

Zhangli working on a marketing plan for new digital stores.

#### C2

##### PART 2

Jasmine: Great. Thank you, everyone. OK, let's watch the video. This is a Simple Stores in London. Now, here's a customer. She's walking down the aisle. Can you talk us through the video, guys?

All: OK. / Sure / Fine

Grayson: Well, she's looking for something. She's standing in front of the soda display. Ah wait... she's picking up a bottle of soda...

Silvia: Oh no! She's putting it down. She doesn't like it.

James: Now, she's looking at her phone. Ah, she's scanning the QR code. I think she's checking the price.

Zhangli: She's picking up the soda again.

Grayson: OK. Now she's at the checkout. No, wait. She's walking out of the store. With the soda!

James: Whaaaaat? She isn't paying for the soda? Noooooo!

Silvia: No! That's terrible!

James: Well, the cameras are filming her so we can find her...

Jasmine: Ha ha! Don't worry. Let's look again. OK. Look carefully. Can you see? The machine by the door.

Silvia: The machine by the door.

James: Ah. It's scanning her soda.

Grayson: Ah ha. I see. So, is this a new payment system?

## Key Skills for Business: Unit 4

Jasmine: Yes, exactly, Grayson. You don't use the checkout. You pick up your shopping and you leave the store. The machine by the door scans the product. Then a computer takes the money from your Simply account. What do you think?

Silvia: That's really interesting! Wow!

Jasmine: Yes it is. We're trying the idea in a few stores at the moment. OK, everyone. Please write a short report on this new payment idea and let's discuss this at the same time tomorrow. Bye!

Grayson/Silvia/Zengli/James: Bye, goodbye, ciao, bye bye

D1

Repeat of C2 with pauses for students to write.

D3

1. She's walking down the aisle.
2. She's looking for something.
3. She's standing in front of the soda display.
4. she's picking up a bottle of soda...
5. She's putting down the soda.
6. She's checking on her phone.
7. She's looking at her phone.
8. She's picking up the soda again.
9. She's walking out of the store. With the soda!

## Key Skills for Business: Unit 4

### F Review

#### 1 Words about conversations.

- a. Write the correct word after the definition.
1. It's a formal question and answer conversation. It's often for a new job. **interview**
  2. It's a formal conversation about a topic or idea. **meeting**
  3. It's a conversation about one topic. **discussion**
  4. It's a formal conversation by a group of people. They are in different places. They use video cameras. **video conference**
  5. It's an informal conversation. **chat**
- b. Listen and check your answers.

#### 2 Talking about work.

- a. Underline the correct **bold** word.
1. What's your **current** / **now** job?
  2. Do you like conference calls or **face-to-face** / **face** meetings?
  3. I'm planning a new **person** / **project**.
  4. I'm not working on the Simple Stores app **this moment** / **at the moment**.
  5. We wear **formal** / **form** clothes to work.
  6. I'm not designing computers **any** **more** / **some more**.
- b. Listen and check your answers.

#### 3. Words about shopping

Label the picture with the correct words.

A/W Images of supermarket with following: aisle, shopping cart, checkout, display, shelves, self service checkout. – this will have to be drawn)



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#### 4 Verbs with prepositions

- a. Write the correct verb from the box in each space. Use the present continuous tense.

look at	look for	pay for
put in	walk down	

1. The customer **is walking down** the aisle.
  2. The children **are looking at** a display of sweets.
  3. **I'm looking for** Yummy Cookies, but I can't find them!
  4. The customers **are paying for** their shopping.
  5. The old lady **is putting** her shopping **in** the cart.
- b. Listen and check your answers.

#### 5. Write the vowels in each word

(Remove all vowels – leave one example)

- a. s o d a
- b. chicken
- c. bread
- d. sandwiches
- e. coffee
- f. cereal

#### Now, I can ...

- talk about
  - my current work
  - the current work of other people
- describe current actions
- talk about different types of meetings
- talk about a grocery store
- use prepositional verbs for
  - actions happening now
- use present continuous
  - in positive sentences
  - in negative sentences

## Key Skills for Business: Unit 4

### F1b

1. an interview
2. a meeting
3. a discussion
4. a video conference
5. a chat

### F2b

1. What is your current job?
2. Do you like conference calls or face-to-face meetings?
3. I'm planning a new project.
4. I'm not working on the Simple Stores app at the moment.
5. We wear formal clothes to work.
6. I'm not designing computers any more.

### F4b

1. The customer is walking down the aisle.
2. The children are looking at a display of sweets.
3. I'm looking for Yummy Cookies, but I can't find them!
4. The customers are paying for their shopping.
5. The old lady is putting her shopping in the cart.