

## Key Communication Skills for Business: Unit 6

### Background details

#### Lesson 1: The weather



www.shutterstock.com • 1213017808

a. It's **snowing**



www.shutterstock.com • 140931481

b. It's **raining**



www.shutterstock.com • 124151296

c. It's **windy**



www.shutterstock.com • 20232220

d. It's **hot**



www.shutterstock.com • 1077627956

e. It's **cold**



www.shutterstock.com • 38208226

f. It's **warm**



www.shutterstock.com • 685412872

f. It's **sunny**



www.shutterstock.com • 639766423

g. It's **foggy**

#### A Vocabulary: Types of weather

- Look at the photographs above.  
Write a word from the box in each space.
- Listen and check your answers.
- Listen and repeat.

<del>sunny</del>	cold	hot	foggy	snowing
	raining	windy	warm	

#### B Stress in words

Listen again to words from Exercise A.

- How many syllables are in each word?
- Which syllable is stressed in each word?
- Listen and check.
- Listen and repeat.

	number of syllables	stressed syllable
a. sunny	2	1
b. raining	2	1
c. cold	1	1
d. snowing	2	1
e. hot	1	1
f. windy	2	1
g. foggy	2	1
h. warm	1	1

## Key Communication Skills for Business: Unit 6

### C Vocabulary: Asking about the weather

1. Read **Language tip 1**.
2. Look at these questions. Which ones are good questions about the weather? Tick one or more questions.
3. Listen and check your answers.
4. Listen and repeat the good questions.

a. What's it like in London?	<input checked="" type="checkbox"/>
b. How's the weather?	<input checked="" type="checkbox"/>
c. How's it like?	<input type="checkbox"/>
d. Is it raining?	<input checked="" type="checkbox"/>
e. Is it sun?	<input type="checkbox"/>
f. Is there foggy?	<input type="checkbox"/>

### D Vocabulary: Positive adjectives

1. Which of these are positive adjectives? Tick the box.

adjective	positive
lovely	<input checked="" type="checkbox"/>
amazing	<input checked="" type="checkbox"/>
horrible	<input type="checkbox"/>
wonderful	<input checked="" type="checkbox"/>
great	<input checked="" type="checkbox"/>
terrible	<input type="checkbox"/>
nice	<input checked="" type="checkbox"/>

2. Listen and check your answers.
3. Listen and repeat.
4. Which are very strong adjectives?

### E Vocabulary: A conversation about weather

1. Read **Language tip 2**.
2. Make questions and answers from these words.  
 Grayson: what/weather/ Rome?  
 Silvia: amazing! hot/sunny.  
 Grayson: that/ great.  
 Silvia: how/weather/ there?  
 Grayson: terrible! /cold /raining.  
 Silvia: oh / !
3. Listen and check.
4. Listen and repeat.

### F Role play

Work in pairs. Sit back to back. Phone your partner. Have a conversation like Exercise E.

#### Language tip 1: Weather words

We use *It* to talk about the weather.

**Examples:** *It's raining. It's windy*

We sometimes talk about the weather with a verb in the present continuous.

**Examples:** *It's raining. It's snowing.*

We sometimes use an adjective.

**Examples:** *It's windy. It's warm.*

Be careful! You must use the correct form.

You cannot say, for example:

~~It's winding. It's fogging.~~

Deleted: Noun to verb



www.shutterstock.com • 450012253

#### Language tip 2 : Making small talk (1)

When a conversation starts, people often talk about neutral subjects, like the weather.

1. If you are on a video call or on the phone, you can ask a question:  
*What's the weather like?*  
*How's the weather?*  
*Is it raining / windy / foggy etc.?*
2. If you are in the same place, you can make a statement about the weather:  
*It's cold, isn't it?*  
*Wow! It's hot!*  
*My goodness, it's so windy!*

## Key Communication Skills for Business: Unit 6

Tapescript:

A2

A3

Repeat of A2 with pause for students to repeat

B 4

a.	sunny
b.	raining
c.	cold
d.	snowing
e.	hot
f.	windy
g.	foggy
h.	warm

C3

a.	How's London?
b.	What's the weather like?
d.	How's the weather?
e.	Is it hot/cold there?

Deleted: C

▼

Deleted: ¶

D3

a.	lovely	✓
b.	amazing	✓
c.		
d.	wonderful	✓
e.	great	✓
f.		
g.	nice	✓

D4

with pauses for students to say the noun

a.
b.
c.
d.
e.

E 3

Grayson: What's the weather like in Rome?  
Silvia: It's amazing! It's hot and sunny.  
Grayson: That's great.  
Silvia: How's the weather there?  
Grayson: Terrible! It's cold and it's raining.  
Silvia: Oh no!

Formatted: Not Highlight

E4

Repeat of E3 with pauses for students to repeat

## Key Communication Skills for Business: Unit 6

### Lesson 2: Birth places

#### 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	James
a. What nationality are you?			English
b. Where are you living now?			Chelsea, London
c. Where were you born?			Manchester
d. Do you remember your birthplace?			Yes, Old Trafford,
e. How long were you there?			18 years
f. Do you go back there?			Yes, now and then
g. Would you like to live there again?			Yes, one day

#### B Listening

- You are going to hear James. He is chatting to a friend about his birthplace.
  - Listen. Make notes in the James column.
  - Listen again. Check your notes.
  - Compare your answers in pairs.
- What do the underlined words mean?
  - You live there? No way!
  - It's a lovely place. Lucky you!
  - My mum and dad are still there. I go back now and then.
  - I have a meeting at 11.45. I must go!

*A/W pic of James from Unit 2 with girl.*



www.shutterstock.com • 529624264

#### C Completing sentences

- Listen again to some of the sentences from Exercise A. Number the last word or phrase in each sentence.

##### Example:

You hear: *1. Where are you living ...*

6	when I can.
2	now.
3	really well.
1	at the moment
8	in Manchester
4	houses.
5	18 years.
7	at 11.45.

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

#### D Talking about the past

- Read **Language tip 1**.
- Listen and repeat the sentences in the table. How do you say *was* and *were*?
- Work in pairs. Make three true sentences each about yesterday.

#### Language tip 1: The past simple of "be"

We use the past simple to talk about completed actions or situations in the past.

We often use *was/were* + adjective to talk about a situation in the past.

subject	be	adjective
I	was	here.
You	were	rude.
He		tired.
She	was	late.
It		windy.
We	were	early.
They		happy.

Deleted: ' \_\_\_\_\_

Deleted: ' \_\_\_\_\_

Deleted: ' \_\_\_\_\_

## Key Communication Skills for Business: Unit 6

### E Talking about birthplace

1. Read **Language tip 2**.
2. Work in pairs. Tell your partner about:
  - a. yourself
  - b. your mother
  - c. your father
3. How much can you remember about your partner? Tell him / her.

(AW speech bubbles)

Hi. I'm Laura. I'm a consultant. I'm living in New York but I'm from Australia. I was born in Sydney.

Hello. I'm Mark. I'm a project manager. I'm living in London but I'm from the USA. I was born in Boston.

I'm Jan. I'm a programmer. I'm living in Beijing, but I'm from Denmark. I was born in Copenhagen.

### Language tip 2: *born* + time/place

We use *was/were* + *born* to talk about birth.

We can add the **time** or the **place** or **both**.

S	be	born	time / place
I	was	born	in 2002.
You	were		18 years ago.
He	was		in London.
She			in 1989 in France
We	were		in the UK in 2001.
They			in 1950 in China.

Deleted: ' (AW speech bubble)

Deleted: ' (AW speech bubble)

Deleted: ' (AW speech bubble)



www.shutterstock.com • 785394595

### F Introducing yourself

At a business meeting, you often give a short introduction about yourself and your background.

1. Listen to the introductions above. What do the people talk about? Make a list.
2. Imagine you are not living in your own country at the moment. Write a short introduction. Cover all the points in your list in Exercise F1.
3. Practice your introduction.
4. Sit in a circle with four or five other students. Give your introduction.

(AW spot)

### Language tip 3: Asking about birthplace

Q-word	be	S	born
Where	were	you	born?
	was	he	
	was	she	
	were	we	
	were	they	

### G Asking about birthplace.

1. Read **Language tip 3**.
2. Listen and repeat the questions.
3. Stand up. Go round the class. Ask and answer.

### H Saying the sounds /V3/ and /V13/

Look at some words from this unit. They all have the sound /V3/ or /V13/

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

	/V3/	/V13/
	cat	say
amazing		✓
at	✓	
day		✓
have	✓	
late		✓
Manchester	✓	
place		✓
raining		✓
same		✓
stadium		✓
that	✓	

## Key Communication Skills for Business: Unit 6

### Tapescript

#### B1a

James: Hi, Ellie. How are you?

Ellie: James! Great to see you. Hot isn't it?

James: Yes, it is! It's OK for you Australians. I'm English. I don't like hot weather!

Ellie: Ha ha! Where are you living at the moment?

James: I'm still in London. In Chelsea. What about you?

Ellie: I'm living in Manchester now.

James: Manchester? That's amazing. I was born in Manchester!

Ellie: Really? Where?

James: Trafford.

Ellie: Trafford! I live there!

James: You live there? No way! It's a lovely place. Lucky you!. I remember it really well. Obviously, there's Old Trafford Football Stadium, but there's Dunham Massey House and park and woods. It's beautiful.

Ellie: I must go there. Not the football stadium, the house. I love old houses. How long were you in Trafford?

James: Oh, goodness. Em ... I was there for 18 years.

Ellie: Eighteen years! Were you in the same house?

James: Yes, same house. My Mum and Dad are still there. I go back now and then.

Ellie: Would you like to live there again one day?

James: Of course! One day! It's my home town. I love Manchester. I would love to live there again. I think I ...

Ellie (interrupts) : Oh no! What time is it?

James: Em – half past eleven.

Ellie: Ah! I'm late! I have a meeting at 11.45. I must go! Lovely to see you James.

James: You too Ellie. maybe we can meet up in Manchester?

Ellie: Lovely! OK, bye James!

James. Bye Ellie!

#### B1b

#### Repeat of B1a

#### C1

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

1. Where are you living	at the moment?
2. I'm living in Manchester	now.
3. I remember it	really well.
4. I love old	houses.
5. I was there	for 18 years.
6. I go back	when I can.
7. I have a meeting	at 11.45.
8. Maybe we can meet up in	Manchester?

#### C2

1. Where are you living	at the moment?
2. I'm living in Manchester	now.

## Key Communication Skills for Business: Unit 6

3. I remember it	really well.
4. I love old	houses.
5. I was there	for 18 years.
6. I go back	when I can.
7. I have a meeting	at 11.45.
8. Maybe we can meet up in	Manchester?

E2 Say each word with pause after each.

cat

say

1. Manchester

2. amazing

3. Trafford

4. that's

5. stadium

6. can

7. day

8. at

Deleted: D

Deleted: Repeat

## Key Communication Skills for Business: Unit 6

### Lesson 3: Hobbies

#### A Preparing to read

- You are going to read the flyer on the opposite page. Look quickly at the text.
  - Who is it for? **People living in the Guangzhou co-living accommodation.**
  - What is it advertising? **Hobbies evening**
  - When is it? **Tonight at 7:30**
  - Where is it? **Conference room**
- Read the hobby names on the flyer. Look at the illustrations under the names.
  - Match the hobbies and the pictures.
  - Listen and check your answers. (TB answer next page)

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

Look quickly at the flyer again.

- What is the gift from A-Z? **A free lesson.**
- Which hobbies do you do outdoors? **horse riding, archery, golf, gardening, metal detecting**
- Which hobbies can you do anywhere? **singing, yoga, tai chi, dancing,**
- Which hobbies make something? **painting, writing, sculpture, knitting.**
- How much does the hobbies evening cost? **Nothing, it's free.**
- What happens during the hobbies evening? **You learn about the hobbies, talk to teachers and students and watch videos.**

#### C Understanding sentences: Using *love* and *like*

- Study the highlighted statement from a resident. What form can come after the verbs *love* and *like*?
- Underline the correct bold forms in the dialogue.

Silvia: Do you **having/have** any hobbies?  
Grayson: Yes. I'm **loving/I love** dancing and I **very/really** like horse riding.  
Silvia: Wow! Interesting.  
Grayson: What hobbies do you **do/doing**, Silvia?  
Silvia: I like **sing/singing** and I really **loves/love** yoga.  
Grayson: Mm. I **don't like /am not liking** singing. I have a terrible voice!
- Listen and check your answers.

#### D Reading and speaking

- Look again at the flyer.
  - Which hobbies in the illustrations do you do now?
  - Which hobbies in the illustrations do you want to try?
  - Which hobbies can you add to the list?
- Work in pairs. Tell your partner. Do you agree?



(AW following designed up to look like a flyer for a hobbies evening with illustrations. Hobbies labelled a – o . First hobby (chess) labelled with letter f.

## A-Z Co-Living, Guangzhou Hobbies Evening!

**Residents! Come along and discover a new hobby!**

chess (f)  
painting  
knitting  
writing  
golf

yoga  
Tai Chi  
metal detecting  
singing  
horse riding

dancing  
sculpture  
archery  
gardening  
kite flying

**Meeting tonight in the Conference Room at 7:30 pm FREE ENTRY!**



a. kite flying



b. knitting



c. horse-riding



d. painting



e. gardening



f. chess



g. Tai-Chi



h. archery



i. singing



j. yoga



k. writing



l. dancing



m. metal-  
detecting



n. golf



o. sculpture

**Learn about each hobby...**

Talk to expert teachers, watch videos, meet students or try it yourself!

At the end of the evening you can sign up for a free lesson.

It's a gift from A-Z Co-Living! Enjoy!

Su says:

*"I was at the hobbies evening last year. It was great! Now I have two new hobbies. I love gardening and I really like painting! Thank you A-Z!"*



## Key Communication Skills for Business: Unit 6

### Exercise C

#### Tapescript

Silvia: Do you **have** any hobbies?

Grayson: Yes. **I love** dancing and I **really** like horse riding.

Silvia: Wow! Interesting.

Grayson: What hobbies do you **do**, Silvia?

Silvia: I like **singing** and I really **love** yoga.

Grayson: Mm. I **don't like** singing. I have a terrible voice!

## Key Communication Skills for Business: Unit 6

### Lesson 4: Experiences

#### A Vocabulary: types of experience



www.shutterstock.com • 11007962

a. weather



www.shutterstock.com • 11007962

d. meal



www.shutterstock.com • 30961813

b. journey



www.shutterstock.com • 189820145

e. meeting



www.shutterstock.com • 1218260074

c. trip



www.shutterstock.com • 616113650

f. first day

1. Read the **Language tip** on the opposite page.
2. Look at the pictures above. Write questions. Use **How was the / your...? or What was the / your... like?**
3. Listen and check your questions.
4. Listen and repeat the questions.

#### B Vocabulary: adjectives about experiences



www.shutterstock.com • 140073241

a. exciting ✓



www.shutterstock.com • 548329426

b. boring



www.shutterstock.com • 110837213

c. awesome



www.shutterstock.com • 709309099

d. terrible



www.shutterstock.com • 582124330

e. interesting



www.shutterstock.com • 363364568

f. so-so

1. Look at the photographs above. Listen and repeat the words.
2. Write ✓ for a positive adjective, × for negative and ? for neutral (not positive, not negative)
3. Listen and check your answers.

Deleted: in

## Key Communication Skills for Business: Unit 6

### C Talking about experiences

1. Read the language tip again.
2. Work in pairs.  
**Student 1:** Ask questions from Exercise A.  
**Student 2:** Answer using an experience adjective from Exercise B.
3. Now change roles.



www.shutterstock.com • 403253374

### D Information questions in the past

1. Look at the photo on the right. This meeting happened **yesterday**. Underline the correct question in bold.
  - a. How many people were / **was** at the meeting?
  - b. What time **were** / **was** the meeting?
  - c. What **was** / **were** on the desk?
  - d. How many women **were** / **was** there at the meeting?
  - e. What day **was** / **were** the meeting?
  - f. What **was** / **were** the weather like?
2. Listen and check your answers.
3. Write the answers to the questions.

### Language tip: Asking about experiences

We use an information question in the past simple with *be* to ask about experiences.

We can ask in two ways:

1. with **How...**

#### Examples:

How was your trip?  
How was the weather?

2. with **What ... like**

#### Examples:

What was Italy like?  
What was the weather like?

We often answer with just the information words.

#### Examples:

How was your trip? *Great.*  
What was Italy like? *Beautiful.*  
What was the weather like? *Terrible!*



www.shutterstock.com • 1187456341



www.shutterstock.com • 280571897

### E Can you remember?

Work in pairs. Cover the photographs and the answers.

Student A : Ask your partner questions about the picture.

Student B: Answer the questions

Now change over.

## Key Communication Skills for Business: Unit 6

### Tapescript

#### Lesson 4

##### A2

- a. How was the weather
- b. How was your journey?
- c. How was your first day?
- d. How was your meal?
- e. How was your meeting?
- f. How was your trip?

Terry: I know you can also use “the” with some of these, but wanted to make the point about using article with weather. ( ie you CAN'T say “How was **your** weather?)

##### 3

repeat of 2 with pauses for students to repeat

##### B1

Pause for students to repeat the phrases

- a. exciting
- b. boring
- c. amazing/awesome
- d. terrible
- e. interesting
- f. so-so / OK

##### B2

- a. exciting - positive
- b. boring - negative
- c. amazing/awesome - positive
- d. terrible - negative
- e. interesting - positive
- f. so-so / OK - neutral

##### D

- a. What was the weather like?
- b. What was your journey like?
- c. What was your first day like?
- d. What was your meal like?
- e. What was your meeting like?
- f. What was your trip like?

##### E

- a. How many people **were / was** at the meeting?
- b. What time **were / was** the meeting?
- c. What **was / were** on the desk?
- d. How many women **were / was** there at the meeting?
- e. What day **was / were** the meeting?
- f. What **was / were** the weather like?

## Key Communication Skills for Business: Unit 6

### Lesson 5: The past

#### A Using simple past with regular verbs

- Read **Language tip 1**.
- Make these sentences past. Use *yesterday*.
  - Silvia is talking to Grayson now.  
*Silvia talked to Grayson yesterday.*
  - Sam is painting a picture at the moment.  
*Sam painted a picture yesterday.*
  - Sinita and Sam want some pizza.  
*Sinita and Sam wanted some pizza yesterday.*
  - I'm working today. *I worked yesterday.*
  - We're moving to a new office now.  
*We moved to a new office yesterday.*
- Listen and check.

#### B Time expressions with simple past

- Listen and repeat the time expressions in **Language tip 1**.
- Listen and repeat sentences from Exercise A.

#### C Saying regular past tense verbs

- Read **Language tip 2**. Listen to the three endings.
- Listen to some infinitives. Say the past tense with the correct sound for the ending.

#### C Making negatives with past simple

- Read **Language tip 3**.
- Make each statement negative.
  - I painted a picture yesterday.  
*I didn't paint a picture yesterday.*
  - Silvia worked last week.  
*Silvia didn't work last week.*
  - James and Sam moved to Italy in 2017.  
*James and Sam didn't move to Italy in 2017.*
  - We started at 6 o'clock.  
*We didn't start at 6 o'clock.*
  - We planned a new project a year ago.  
*We didn't plan a new project a year ago.*
- Listen and check your answers.

#### D Talking about past actions

- Write three negative sentences about your past.
- Tell your partner.
- How much can you remember about your partner? Tell him / her.  
**Example:**  
You didn't work last week.

#### Language tip 1: Simple past, regular verbs

The simple past of regular verbs is infinitive + *[e]d*

S	infinitive + <i>[e]d</i>	O	time expression
I	started	work	last year.
You	painted	a picture	last week.
He	needed	a rest	this morning
She	joined	the club	yesterday
It	rained		last night.
We	moved		in 2017
They	worked		last month.

#### Language tip 2: Saying regular past tense

There are three different pronunciations of "ed" ending.  
For verbs ending in:

- t* or *d* = /id/ e.g. *start, need*
- soft sounds* = /t/ e.g. *work, like*
- hard sounds* = /d/ e.g. *move, rain*

#### Language tip 3: Simple past - negatives

S	aux + not	inf.	O	time expression
I	did not	start	work	last year.
You		paint	a picture	last week.
He	[didn't]	need	a rest	this morning
She		join	the club	yesterday
It		rain		last night.
We		move		in 2017.
They		work		last month.

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



www.shutterstock.com • 559526173

Deleted: .

## Key Communication Skills for Business: Unit 6

### D Asking questions about the past.

- Read **Language tip 3** on the right. Make these sentences into yes/no questions.
  - Sam studied project management when he was 25.
  - Did Sam study project management last year?*
  - Grayson moved to New York in 2017. *Did Grayson move to New York in 2017?*
  - They wanted to move last month. *Did they want to move last month?*
  - We talked to the clients last week. *Did we talk to the clients last week?*
  - Silvia wanted to talk to me at 10:00. *Did Silvia want to talk to me at 10:00?*
  - I introduced James to Sinita a year ago. *Did I introduce James to Sinita at the meeting?*
- Listen and check.
- Listen and repeat the correct sentences.

### 4. Language tip 3: Simple past, yes/ no questions

aux.	S	inf.	O	time expression
Did	I	start	work	last year?
	you	paint	a picture	last week?
	he	need	a rest	this morning?
	she	join	the club	yesterday?
	it	rain		last night?
	we	move		in 2017?
	they	work		last month?

Yes,	I	did.
	you	
	he	
No,	she	didn't.
	it	
	we	
	they	

Deleted: '

Deleted: '

### E Answering with the correct short form.

- Write three past simple yes/no questions for your partner.
- Work in pairs. Ask your partner the questions. Answer the questions with the short form answer.
- Change over and repeat.



### F Listening: Present or past?

Read the pairs of sentences.

	1	2
a.	I work every day.	I worked every day.
b.	He starts at 5 in the morning.	He started at 5 in the morning.
c.	You want a new job.	You wanted a new job.
d.	We live in London.	We lived in London.
e.	I like painting.	I liked painting.
f.	She loves horse riding.	She loved horse riding.

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

### H Practising with present and past.

Work in pairs.

Say one of each pair of sentences in Exercise F. Can your partner recognize present or past?

Deleted: F

## Key Communication Skills for Business: Unit 6

### A3

4. Change these sentences into the past. Use “yesterday”.
- Silvia talked to Grayson yesterday.*
  - Sam painted a picture yesterday.*
  - Sinita and Sam wanted some pizza yesterday.*
  - I worked yesterday.*
  - We moved to a new office yesterday.*

### B2

pause for students to repeat words and phrases

*When I was 16*

*Yesterday/ last week/month/ year*

*In 2008*

*10 hours/days/weeks/months/years ago*

*At 6 o'clock*

### B3

- Silvia talked to Grayson last week.*
- Sam painted a picture when he was 20.*
- Sinita and Sam wanted some pizza yesterday.*
- I worked last month.*
- We moved to a new office in 2018.*

### C2

- I didn't paint a picture yesterday.*
- Silvia didn't work last week.*
- James and Sam didn't move to Italy in 2017.*
- We didn't start at 6 o'clock.*
- We didn't plan a new project a year ago.*

### D2

- Did Sam study project management when he was 25?*
- Did Grayson move to New York in 2017?*
- Did they want to move last year?*
- Did we talk to the clients last week?*
- Did Silvia want to talk to me at 10.00?*
- Did I introduce James to Sinita a year ago?*

Deleted: ‘

Deleted: ‘

### D3

## Key Communication Skills for Business: Unit 6

repeat of D2 with pauses for students to repeat

**F2**

Language tip: Recognizing present or past

- a. I worked every day. (2)
- b. He started at 5 in the morning (2)
- c. You want a new job. (1)
- d. We live in London (1).
- e. I liked painting. (2)
- f. She loved horse riding. (2)

Deleted: E

## Key Communication Skills for Business: Unit 6

### Lesson 6: The newspaper interview

#### A Reading and speaking

1. Read the email on the right.
2. Work in pairs. Answer the questions.
  - a. Who is it from? *Jennifer Avery*
  - b. Who is it to? *Sam*
  - c. What is it about? *Simple stores magazine*
  - d. Is the email formal or informal?  
*informal*
  - e. Is the email positive or negative?  
*Positive*
  - f. What does Jennifer want? *to interview Sam on Skype.*
  - g. What time is the interview? *10 am GMT tomorrow.*

#### B Listening and writing

1. Listen to the Part 1 of the interview. Make notes in the table below for Jennifer (J) and Sam (S).
2. Listen and check your answers.

	City	Weather	Office?	In the office
J.	London	cold and raining	work office	plants
S.	New Delhi	warm and sunny	home office	colorful pictures

#### C. Listening and predicting

You are going to listen to Part 2.

1. What questions will Jennifer probably ask Sam? Tick one or more items in the green table on the right. (*probable in, green, actual red*).
2. Listen to the interview. Check your ideas.

#### D Listening and reading

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

#### E Roleplay: Magazine Interview!

1. Work in pairs. Use the questions and answers above. One of you is Jennifer and one is Sam. Roleplay the interview.
2. Work in pairs. Interview your partner about his or her background. Now change roles.

*(AW mocked up to look like an email)*

From: jennifer@simplestoresmag.com  
 To: sam347@simplestores.com  
 Re: The Simple Grocery Stores magazine  
 Att: Simple Stores Magazine

Hi Sam

First of all, congratulations on your new job as International Project Manager. Welcome to the team!

My name is Jenny and I'm editor of Simple Stores Magazine. I'd love to interview you for our next issue.

Is it possible to talk on Skype tomorrow at 10am GMT?

I'm attaching a copy of last month's magazine. Best wishes,  
 Jenny  
 Jennifer Avery, Editor, Simplestoresmag.com

• Where were you born?	✓	✓
• What's your favorite color?	✓	✓
• Where did you live <i>as a boy?</i>	✓	✓
• What was your first job?	✓	✓
• How often do you eat out?		
• Do you have any diplomas or certificates?	✓	✓
• Are you married?	✓	✓
• Do you have any children?	✓	✓
• What happened after your degree?	✓	✓
• What are your hobbies?	✓	✓

a. We lived in Manchester for 13 years.	2.
b. I moved to Samaldi Shoes. I introduced digital technology into their stores.	8.
c. I was born in New Delhi, India.	1.
d. I have a postgraduate degree in project management.	5.
e. I was an assistant for four years.	4.
f. Yes, to Sinita.	6.
g. My main hobby is kite flying.	9.
h. I was an assistant in a shoe store.	3.
i. Yes, a girl, Kara - she's three and a little boy, Sahil. He's five months.	7.

## Key Communication Skills for Business: Unit 6

### Tapescript B1 Part 1

Jennifer: Hi Sam, I'm Jennifer. Good to meet you.  
Sam: Good morning, Jennifer, good to meet you too. How's London?  
Jennifer: It's cold and it's raining! What about New Delhi?  
Sam: It's warm and sunny today.  
Jennifer: Lucky you! I like the pictures on the wall behind you. Very colorful!  
Sam: Thank you. I painted them.  
Jennifer: Wow, can you paint some for me? I only have plants in my office.  
Sam: Of course! Oh and this is my home office.  
Jennifer: Oh, are you working from home today?  
Sam: Yes, I am. Are you?  
Jennifer: No, I'm in the main London office this week. So, how was your first week?  
Sam: Really good. It was nice to meet the team. I talked to everybody individually and then there was a team video conference. The people are great.  
Jennifer: Yes, they are fantastic. OK, can I ask you some questions about your background?  
Sam: Of course.

### B1 Part 2

Jennifer: Where were you born?  
Sam: I was born in New Delhi, India. My family moved to England in 2000.  
Jennifer: Where did you live in England?  
Sam: We lived in Manchester for 13 years and returned to India in 2013.  
Jennifer: You were only 16? Was it difficult to change countries?  
Sam: Yes, it was. All my friends were in Manchester. I didn't want to come back to India. But after a few months it was fine. I continued school and then started work.  
Jennifer: What was your first job?  
Sam: I was an assistant in a shoe store.  
Jennifer: How long were you an assistant?  
Sam: I was an assistant for four years. Then I worked as a manager.  
Jennifer: Manager? When you were 22? Wow!  
Sam: I was lucky, I guess.  
Jennifer: Do you have any diplomas or certificates?  
Sam: I have a postgraduate degree in project management. I studied my degree and postgraduate degree part time over 6 years.  
Jennifer: Wow! Congratulations. It's not easy to study and work.  
Sam: No, it isn't. But I have a great family and a wonderful wife.  
Jennifer: Oh, are you married?  
Sam: Yes, to Sinita. We married young. We were both 21. She's amazing.  
Jennifer: Do you have any children?  
Sam: Yes, a girl, Kara - she's three and a little boy, Sahil. He's five months.  
Jennifer: Oh lovely! So ...what happened after your degrees?  
Sam: I moved to Samaldi Shoes. I introduced digital technology into their stores.  
Jennifer: Ah yes. Did you like your job with them?  
Sam: Yes, very much. It was a great job with lovely people. But the hours were very long.  
Jennifer: So now you are working on this new digital project for Simple Stores.  
Sam: Yes! It's very exciting. And I love the flexible working. It's great. I can spend more time with the children and Sunita. I can also do my hobbies at last!  
Jennifer: Really? What are your hobbies? I know you like painting.

## Key Communication Skills for Business: Unit 6

- Sam: Yes, but my main hobby is kite flying. It's perfect because it isn't high tech or digital. I started in Manchester. I joined the Manchester Kite Flying Club. Kite flying is also very popular in India. Maybe now I can fly a kite again!
- Jennifer: Wow, amazing. You know your colleague Zhangli flies kites? It's popular in China too!
- Sam: Well, we're planning an international meeting of all the people on the team. Maybe we can all fly kites together!

D1

Repeat of C2 with pauses for students to write.

D3

I was born in New Delhi, India.

We lived in Manchester for 13 years.

I was an assistant in a shoe store.

I was an assistant for four years.

I have a postgraduate degree in project management.

Yes, to Sinita

Yes, a girl, Kara - she's three and a little boy, Sahil. He's five months.

I moved to Samaldi Shoes. I introduced digital technology into their stores.

I have one main hobby - kite flying.

Deleted: D2

## Key Communication Skills for Business: Unit 6

### F Review

#### 1 Words about hobbies.

- Write three indoor hobbies.
- Write three outdoor hobbies.
- Write a question about hobbies.
- Complete this sentence about your hobbies: *I like ... and I love .....*
- Listen and check your answers.

#### 2 Talking about past experience.

- Underline the correct **bold** word.
  - What was Italy like / **liking**?
  - How was your first day **at** / **of** work?
  - I **started** / **was started** the new project last week.
  - He joined the company **last** / **next** year.
  - Did you **paint**ed / **paint** that picture? it's amazing!
  - I was **lucky** / **luck** in my first job.
- Listen and check your answers.

#### 3. Words about weather

- Label the picture with the correct words.
- Write two different questions to ask about the weather in the past.

A/W Images of weather with following: sunny, snowing, raining, foggy, hot, cold, warm. – this will have to be drawn)



www.shutterstock.com • 1183447138

#### 4 Talking about your birthplace

- Write the words in the correct order to make questions.
  - born you where were?
  - there how were long you?
  - it what like was?
- Listen and check your questions.

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

(Remove all vowels – leave one example)

- I** n t e r e s t i n g
- l o v e l y
- t e r r i b l e
- b o r i n g
- a m a z i n g
- g r e a t

#### Now, I can ...

- make small talk about
  - the weather
  - past experiences
  - hobbies
- talk about
  - birth place
  - birth date
- Use past simple of *be* in:
  - statements
  - negative statements
  - yes / no questions
- Use past simple of regular verbs with three ending sounds:
  - /d/
  - /t/
  - /id/
- use *like/love* + noun with *ing* to describe hobbies

## Key Communication Skills for Business: Unit 6

F1b

F2b

1. What was Italy like / liking?
2. How was your first day at/of work?
3. I started/ was started the new project last week.
4. He joined the company a year ago/ since.
5. Did you paint/painted that picture? it's amazing!
6. We were lucky/luck. It was sunny and warm in New Delhi when we visited.

F C

1. Where were you born?
2. How long were you there?
3. What was it like