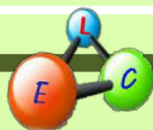




Business Explorer 1



Happy English

Content



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UNIT

1

New faces

- UNIT GOALS**
- introducing yourself
 - talking about yourself
 - Introducing other people

S

PEAKING PART

Respond to the following questions:

- Have you tried introducing yourself first to someone you don't know?
- Have you introduced yourself to a fellow worker?
- Have you introduced someone to another person you know?

PART

A

Introducing yourself

Dialogue

- Helen: Hello. Is this your first day?
- Drew: Yes. Uh.. My name is Drew Walsh. I'm joining the sales Department.
- Helen: I'm Helen Yang. Call me Helen..
- Drew: Nice to meet you Lucy.
- Helen: Good to meet you too. Where are you from, Drew?
- Drew: I'm from Phoenix, Arizona, but I've been living in California since I was in college.
- Helen: Oh. What did you study?
- Drew: I majored in Economics. How long have you been here, Helen?
- Helen: Seven years. I was in the Sales Department for six years, now I'm in the Human Resources Department.
- Drew: Oh...
- Helen: Anyway, nice to meet you. If you need anything, let me know
- Drew: Sure, I'm looking forward to working here.
- Helen: Bye.
- Drew: Bye.

Language focus

Fill in the appropriate words to complete each sentences

A. Drew Walsh introduced himself.

1. My _____ Drew Walsh.
2. _____ Phoenix, Arizona.
3. _____ looking forward to _____.

B. Helen Yang introduced herself.

1. _____ Helen Yang. _____ Helen.
2. _____ the Human Resources Department.
3. _____ in the Sales Department for six years.

Communication Activity

Give the following information.

FILE CARD

Name:

Age:

Country:

City:

Work/Job:

Company:

Tell something about yourself:

Culture Focus

Answer the following questions.

Helen yang told Drew Walsh to call her “Helen” – her first name – not “Ms. Yang” – her last name.



What do you call the people you work with? Do you use the first name or the last name with a title?

Introducing others and being introduced

Dialogue

- A. Mr. Johnson, I'd like to introduce you to Luke Williams. Luke works in the Marketing Division of our company . Mr. Johnson is a Director of Oishie Industries.
- B. It's nice to meet you, Mr. Johnson.
- C. Nice to meet you too. How long have you been a International Foods, Mr. Williams?

Language focus

Look at the stages of introducing two people. Write examples for each stage. Use your own name.

Person A

Person B

Person C

B introduces A and C by giving each person's name.

B adds extra information about A and C.

A and C use the information provided by B to help start a conversation.

A tries to use C's name early in the conversation.

A tries to use C's name early in the conversation.

Culture focus

Read these questions and find the answers in the text below. Check your answers with a partner.

When you first meet someone, you may have a short conversation before exchanging names. However, when you introduce two people, give their names at the beginning of the conversation and also add information about each person to help them talk to each other.

If you are introduced to someone, use their name immediately. It will help you remember it.



Communication activity

Work in groups of three. Choose a business card each and use the information to introduce yourselves to each other to another group. Add extra information about each other.



UNIT

2

Around the office

UNIT GOAL : talking about things in the office
talking about work places and locations

S

PEAKING PART

1. Which picture is like your office? Do any of these seem strange to you?
2. Which office would you not like to work in? Why?



PART

A

In the office

Vocabulary

Look at the picture and label the things that you can see.



_____	_____
_____	_____
_____	_____
_____	_____

Dialogue

Read the conversation and fill up the blank spaces using the words on the box.

calculator

ruler

whiteout

pen

1.

Hale: Excuse me?

Joan: Sure.

Hale: I need something but I don't know what it's called in English.

Joan: Umm.

Hale: It's for drawing a straight line.

Joan: Oh, you want _____. There's one on my desk. I'll get it for you.

Hale: Thank you.

2.

Abby: Oh no! I've made a mistake on my report. Do you have .. er.. Some white stuff to fix my mistake.

Shane: You mean _____. Sure. We keep it in the cupboard. I'll get you some.

Abby: Thanks.

3.

Willie: Can you help me?

Peter: Sure.

Willie: I'm doing my expense report and I need ... er.. you know, it's a thing for adding numbers... with buttons and screen.

Peter: Oh yes, a _____. Sure. There's one over there next to the fax machine.

Language focus

Look at the picture and use the preposition below to complete the sentence.

in behind near
in front on

1. There is a computer _____ the telephone.
2. The keyboard is _____ the shelf.
3. The telephone is _____ the computer.
4. The file is _____ the able.
5. The chair is _____ the desk.



Communication Activity

Look at the picture and describe the location of the things using the prepositions below.

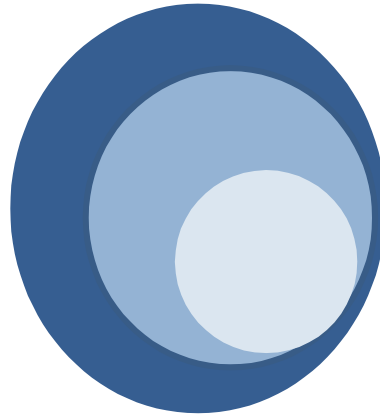
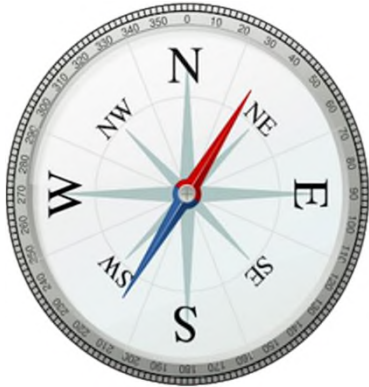
1. next to
2. in
3. in front of
4. near
5. behind
6. on



Exploring

Draw your office and explain it. If by any chance, do you want to change some parts of your office? Why?

Vocabulary



 Outskirts

 Suburbs

 Center

Misaki Natsumi and Kim Kobayashi work in Tokyo, which is in the eastern part of Japan.

A. Read about them and mark on the plan where they live.



Misaki Natsumi

My Home is I Tsukuba City which is about 100 km north of Tokyo. My office is in the outskirts in the eastern part of Tokyo.

My office is in Shinjuku area in the center of Tokyo. I live in the suburbs in the western part of Tokyo.



Kim Kobayashi

B. Where do you live and work? Tell your partner.

Culture focus

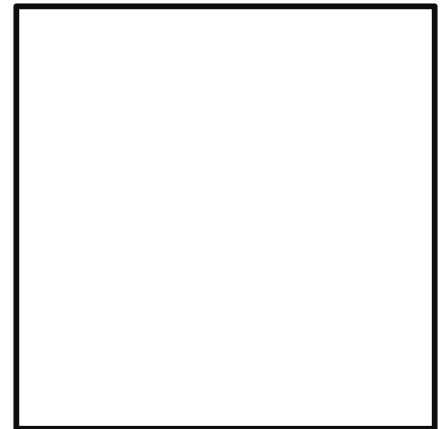
- A. In many cities around the world, companies are moving to the outskirts of the city. Many workers are happy to live in the outskirts or in the country and drive to their new office. Is this happening in cities? In your country?
- B. Ask your colleagues where they would like to live and work and fill in the questionnaire.

Now draw a rough map of your region. Mark their answers on the map.

(Would like) to
live/work in the

center suburbs outskirts countryside

Example: You work × × live



- C. Where would you *not* like to live and work ? Why not? Discuss with a partner.

Dialogue

Kanda Motors Thailand now has a new factory producing cars for export to Australia and New Zealand. The factory is located on the outskirts of Ayuttaya City, which is about 100 km north of Bangkok. They also have a factory producing cars in the south of Thailand near Hat Yai. Motorcycle production is at the Khon Kaen factory in the northeast in the region known as Esarn. The company's Head Office is in the suburbs of Bangkok in the east of the city. They also have a branch office in Chiang Mai in the north. They have showrooms in the center of most Thai cities.

Communication activity

Look at the maps of Shanghai and China below. The maps show the location of Fizco work places in China.

Explain the locations to Student A.



Now listen to Student A explain the locations of Fizco in india.

Writing

Work with a partner. Write a paragraph explaining the locations of your company Then compare your paragraph with another pair.

UNIT

3

Products and services

- UNIT GOAL**
- describing what a company makes or provides
 - comparing products and services

S

PEAKING PART

1. What does your company make?
2. What service does your company provide?
3. With a partner make a list



PART

A

Explaining what a company does

Language focus

Look at these company names. Do they make products or provide services?

What products do they make? What services do they make? Talk about each company.



Panasonic

citibank



Dialogue

Read the dialogs and fill up the blank spaces using the verbs bellow.

is has can



The Xerox XC-1875 _____ a black and white photocopier. It _____ make 18 copies per minute and _____ 700 sheet paper capacity. It _____ reduce copy size down to 64% or _____ enlarge up to 156%. The basic model costs \$2733.



Mbanx Direct _____ Canada's first direct bank. You _____ do your everyday banking transactions 24 hours a day, 365 days a year through your personal computer, telephone and ATM. With Mbanx, you _____ speak to someone, no matter what time it is. Mbanx on-line _____ account information, money transfer and other services available to account holders.

Please call 800 555 1111.

Communication Activity

Look at the information below. Make a sentence.

A. Describe the Sharp AR200 photocopier. Use the phrases below to help you.

It is...

It as...

It can...

You can...

It costs...

- Digital black and white copies (b/w)
- 20 pages per minute (ppm)
- 250 sheet paper tray
- \$1999



14

B. Describe Citibank's Citi Direct Internet Banking Service.

- No registration fees
- 24 hour a day PC making
- Available English or Japanese
- Buy and sell 13 foreign currencies on-line



Exploring

Choose one of the companies in Language focus and write sentences about the products it makes and/or the services it provides.

PART B

Comparing products and services

Dialogue

Choose the correct words you think complete the following statements.



1. Asian Airways flies direct to more / fewer cities than any other airline.
2. Seats in economy class have less / more space so you can relax while you fly.
3. Asian Airways offers a smaller / better choice of meals and drinks.

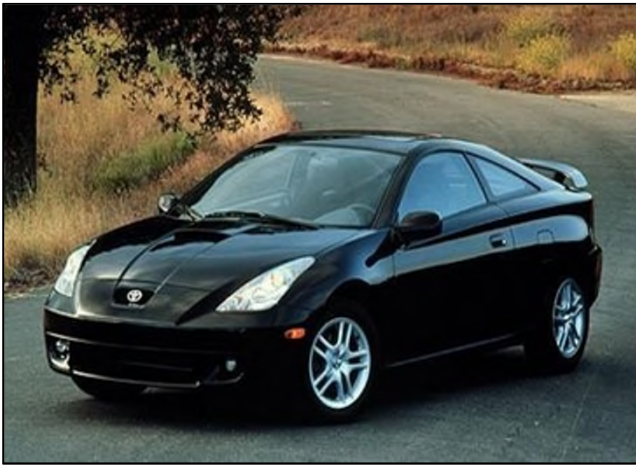
Language focus

Look at the brochures for these two cars. Compare them using the adjectives below.

Economical exciting practical fast expensive
Boring big cheap slow attractive



Starting from: \$36,664
Engine: 5VZ-FE
3.4 liter, V6, 24 valve, electronic fuel injection 183kw
Fuel capacity: 70 liters
Cargo capacity: rear seat up 1.262 m³, rear seat down 2.260 m³



Starting from: \$ 23,000
Engine: 5S-FE
 2.2 liter, 16 valve electronic fuel injection
 130 kw
Fuel capacity: 60 liters
Cargo capacity: 0.459 m³

Write your answers.

Reading

Read the information about three Bangkok hotels.
 a. Read the information's about the hotels.

The Amari Airport Hotel



This excellent hotel is connected by air-conditioned walkway to Bangkok's International Airport, making it minutes away from one of Asia's busiest hubs. It's superior accommodation, wide range of restaurants and superb business convention facilities make it a popular choice with both business and leisure travellers.

Rooms from US \$172 per night
 Airport: 300m, 5 mins walk
 Bangkok City Center: 25km, 25 to mins by train or shuttle bus
 Complex,: 10 km, 10 mins by car

The Amari Boulevard



The Amari Boulevard Hotel is located in the heart of Bangkok's commercial and shopping district with immediate access to the airport expressway. In the immediate area of the hotel a lively and colorful night market sells a rich variety of souvenirs, clothes and Thai handicrafts. Crib and childcare service available.
Airport: 27 km, 25 to 40 mins by car
Shopping district: immediate area
Queen Sirikit Convention Center: 2km, 10 mins by car

The Amari Watergate



Minutes from the World Trade Center and good for sightseeing, shopping and nightlife, This hotel could not have a better location. The excellent accommodation and facilities, which include a selection of fine restaurants, a business centre and a fitness centre make this hotel an exceptional choice for a Bangkok base.
Rooms fro US \$184 per night
Airport: 24km, 25 mins by car, train or shuttle bus
World Trade Center: 500m, 25 – 40 mins walk
Queen Sirikit Convention Center: 8km, 20mins by car.

Useful Language

The Amari... is better for Wendy Ho

Because it has...

It is cheaper than...

There is a pool...

It is nearer the shop than...

b. With your partner, compare the hotels and decide which would be best for these visitors to Bangkok.

Make notes about your choices. Explain your choices to the class.

Mr. and Mrs. Bertrand Fischer Mr. and Mrs. Fischer are from Germany . They will visit Bangkok for one week on vacation. They have two children aged three and five. They want to go sightseeing and shopping.

Ms. Wendy Ho Ms. Ho is the Marketing Director of a company based in Hongkong. She will visit Bangkok for only two days and her schedule is very busy. She will visit her company’s distributors in Thailand. She is worried about getting caught in the Bangkok traffic.

Mr. Vijai Shah Mr. Shah is from India. He want to stay in Bangkok for one week to go shopping and enjoy the restaurants and bars at night.

Exploring

Identify you major competitor. Compare your products and services with theirs. Fill in the information in the table.

Competitor	Product / Services

Review

Vocabulary 1 - Prepositions

Choose five things in the classroom. Write a sentence for each. Say where it is. Use the prepositions from the list below.

on in near above next to behind under in front of

1. _____
2. _____
3. _____
4. _____
5. _____

Now work in pairs. Read our sentence, but don't tell your partner what the thing is. Your partner will try to guess what it is. Then change roles.

Language 1- Introduction

A. Complete the following sentence with the correct preposition.

in for of

1. This is Mr. Chan . Mr. Chan is the CEO _____ Mediation Corp.
2. Those two people are Linda and Paul. Linda and Paul work _____ the accounts department.
3. I work _____ XYZ Ltd. XYZ is a computer company. XYZ's Head Office is _____ Beijing.
4. I am a Sales representative _____ Thaiway Company. The Sales representative travel to many countries.
5. My office is _____ the suburbs of Hanoi. My office is very modern.
6. My company is American. The Head Office is _____ New York. I work _____ the Kuala Lumpur office. My office is very busy.