

Collins

English for Work



Workplace English 2

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Get ahead with everyday business English



DVD Audio CD Book

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1 Back in the office

Greeting colleagues | Describing your weekend | Explaining current activities



Conversation

-  01
DVD
- 1 Tom Field comes to work on Monday morning. Read the conversations and watch the video. What does his manager, Diane Kennedy, want him to do?

Tom **Morning, Cathy!**

Cathy **Morning, Tom!**

Tom **Hi, Julia!**

Julia **Hi, Tom!**

Diane **Hello, Tom. How are you?**

Tom **Hi, fine, thanks, and you?**

Diane **Very well, thanks. Good weekend?**

Tom Yeah, **great, thanks.** We had a children's birthday party for Emily yesterday and ten of her friends came round.

Diane **Wow!**

Tom **How was your weekend?**

Diane **Very busy,** too. At the moment I'm working 24/7 on this APU takeover. So, is everything ready for the presentation today?

Tom Yes, I think so. Jasmine is making photocopies of your presentation now and I'm just changing something on today's agenda, you know, the lunch at the restaurant.

Diane Good.

Tom Tom Field. Oh, hi. Right, OK, thanks! That was Cathy at reception. Jasmine is bringing John Carter and Karen Taylor up to the boardroom now.

Diane All right! What are we waiting for? Let's go!

Business tip

- 1 When somebody greets you, you can repeat their greeting back to them:
Morning, Cathy! *Good afternoon!*
Morning, Tom! *Good afternoon!*
- 2 You can only ask about somebody's weekend on Monday. But on Friday you can ask about their plans for the weekend.

Understanding



01
DVD

2 Watch again and answer the questions.

- 1 Does Tom know Cathy and Julia already?
- 2 Did Tom enjoy his weekend?
- 3 Who is making photocopies for Tom?
- 4 What is Tom doing?
- 5 Who telephones Tom?
- 6 Where will Tom and Diane meet John Carter and Karen Taylor?

Key phrases

Greeting colleagues	Talking about your weekend
<i>Morning!</i>	<i>Good weekend?</i>
<i>Hi!</i>	<i>Great, thanks!</i>
<i>Hello, ... How are you?</i>	<i>How was your weekend?</i>
<i>Fine, thanks, and you?</i>	<i>Very busy!</i>
<i>Very well!</i>	

Practice

3 Join the two parts of the sentences together.

- | | |
|----------------|-----------------|
| 1 Hello, | A and you? |
| 2 How was | B are you? |
| 3 Very | C Jasmine! |
| 4 How | D busy! |
| 5 Fine thanks, | E your weekend? |

4 Complete the exchanges. Use the Key phrases and the Business tip boxes to help you.

1 A: _____!

B: Hello!

2 A: _____?

B: Great, thanks!

3 A: _____?

B: Very busy, especially Sunday.

4 A: Good morning!

B: _____!

5 A: _____?

B: Fine thanks, and you?



5 Tom is talking to another colleague, Roberta. Put the sentences into the correct order to make a conversation. Then listen to Track 01 to check.

1	Tom	Morning, Roberta.
	Roberta	Great, thanks. I played golf on Sunday. How was your weekend?
	Tom	Fine, thanks. Good weekend?
	Tom	Very nice, thanks.
	Roberta	Morning, Tom. How are you?

Language spotlight

The present continuous for current activities

I'm working 24/7.

Jasmine is making some photocopies.

I'm just changing the agenda.

What are we waiting for?

We use the present continuous to talk about things that are happening around us now.

Go to page 118 for more information and practice.



Speaking

02
CD

- 6 When you are greeting a colleague, it is important to sound enthusiastic and pleased to see them. Listen to Track 02 and repeat the phrases and questions.

- 1 Morning, Cindy!
- 2 How are you?
- 3 Fine thanks, and you?
- 4 Very well!
- 5 How was your weekend?
- 6 Great, thanks!

03-04
CD

- 7 It's Monday morning in the office and Colin, a colleague of yours, is just back from vacation. Read through the prompts and responses before you press play. Play Track 03 and speak after the beep. Then listen to Track 04 to compare your conversation.

Colin Morning!

You *(Reply.)*

Colin How are you?

You *(Say you're fine and ask about him.)*

Colin Very well, thanks. Good vacation?

You *(Reply and ask about his vacation.)*

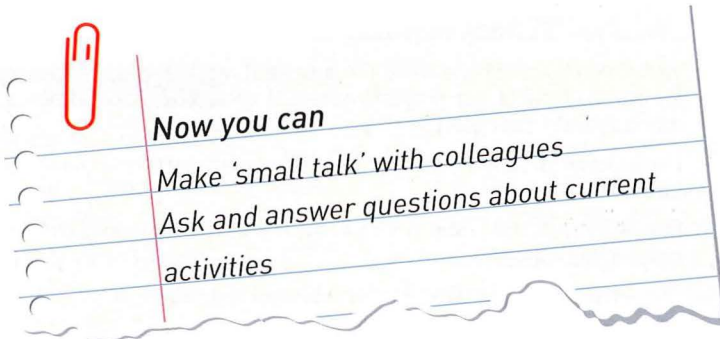
Colin Very good, thanks. We went to France. What are you working on at the moment?

You *(Say you're practising your English.)*

Colin That's a good idea!

You *(Ask Colin what he's doing.)*

Colin Oh, I'm waiting for some coffee.



2 Visitors to the company

Welcoming company guests | Exchanging business cards | Describing your job



Conversation



02
DVD

- 1 Diane Kennedy and Tom Field from Lowis Engineering meet John Carter and Karen Taylor from APU. Read their conversation and watch the video. Who has Diane never met?

Diane	Hello, John! Good to see you again!
John	Diane! Good to see you again, too. Can I introduce you to Karen Taylor? She's Chief Information Officer at APU.
Diane	Nice to meet you.
Karen	Nice to meet you, too, Ms Kennedy.
Diane	Please, call me Diane. And let me introduce you to my colleague, Tom Field. Tom, John is head of engineering and special projects for APU.
Tom	Pleased to meet you both. Let me give you my card.
Karen	Pleased to meet you, too ... and here's my card ...
John	...and mine. So, what do you do, Tom?
Tom	Well, I work with Diane a lot! I'm a project manager. I'm responsible for some of the larger projects here at Lowis. And I'm also a change management specialist.
Karen	I see. So do you know many of the different department managers at Lowis?
Tom	I think so, yes. It's important to know the different people and their responsibilities here.
John	Oh yes, that's very important for a project manager.
Diane	Please, have a seat.

Business tip**People in companies often shorten job titles like this:**

CEO = Chief Executive Officer, the person who manages the company.

CFO = Chief Financial Officer, the person who is in charge of the finances.

CIO = Chief Information Officer, the person who is in charge of the company's computer hardware and software.

When you speak to visitors, don't shorten job titles because they may not understand them. Always give the full job title.

Understanding

02
DVD

2 Watch again and choose the best answer for each question.

1 John has never met

- A** Tom.
- B** Karen.
- C** Diane.

2 Karen Taylor works for

- A** a Chief Information Officer.
- B** Lowis Engineering.
- C** APU.

3 Tom is in charge of

- A** Lowis Engineering.
- B** large projects in Lowis Engineering.
- C** specialists in Lowis Engineering.

Key phrases**Welcoming company guests and exchanging business cards**

Good to see you again!

Let me introduce ...

Good to see you again, too.

Pleased to meet you both.

Can I introduce you to ... ?

Pleased to meet you, too.

Nice to meet you.

Let me give you my card.

Nice to meet you, too.

Here's my card.

Please, call me ...

What do you do?

Practice**3 Match the sentences.**

1 Can I introduce you to Tom?

A I'm a computer specialist.

2 Let me give you my card.

B Good to see you, too.

3 What do you do?

C Please, call me Carlos.

4 Nice to meet you, Mr Martinez.

D Thanks. Here's mine.

5 Good to see you!

E Nice to meet you.