

**Workbook**

Madeleine Williamson

A2+

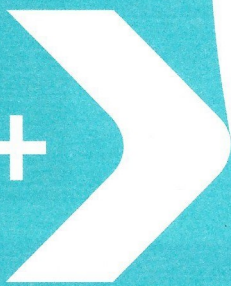
# Business Partner



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## Vocabulary Transport, accommodation and travel

### 1 Match the questions (1-8) with the answers (a-h).

- |  |   |
|--|---|
| 1 Is your flight on time?                                | a I used a ridesharing app because public transport isn't great.            |
| 2 Where are you staying when you go to Madrid?           | b I think they said we have to go to gate three.                            |
| 3 How long will it take to get from Rome to Miami?       | c No, it's delayed by half an hour.   |
| 4 Are you going to hire a vehicle when you get there?    | d I have a meal or do a bit of shopping, then wait in the departure lounge. |
| 5 Our flight leaves in half an hour. Where do we go now? | e I think it's a ten-hour flight.   |
| 6 What's his apartment like?                             | f I've got a reservation at a hotel in the centre.                          |
| 7 How did you get around when you were in the city?      | g It's really small, but it's in a great location, near all the shops.      |
| 8 What do you do when your flight is delayed?            | h No, we're going to use public transport.                                  |

### 2 Complete the sentences with the words in the box.

abroad arrival departure landing local long-haul short-haul take-off

- I've never been to another country. This is my first trip \_\_\_\_\_.
- The \_\_\_\_\_ flight from Milan to Los Angeles takes almost fourteen hours.
- We will arrive in Lisbon in about ten minutes. Please return to your seats for \_\_\_\_\_.
- Pablo's \_\_\_\_\_ is at 10.30, so he needs to go to the airport now.
- When you're on the plane, you can't get up or use the toilets during \_\_\_\_\_ or landing.
- Their \_\_\_\_\_ time was 9.30 but they were twenty minutes early, so they had to wait for me to pick them up.
- When I travel abroad, I like to try the \_\_\_\_\_ food.
- It's a \_\_\_\_\_ flight from Rome to Naples. I often go and come back the same day.

### 3 Choose the correct option in italics.

- Did you have a nice *abroad* / *stay* in New York?
- Rita works in a *holiday* / *youth* resort near the beach.
- Marco could only afford to stay in a *budget* / *business* hotel.
- Tom always stays in a *rented* / *resort* apartment when he goes abroad.
- The youth *hostel* / *apartment* was full of students from the USA.
- The bed and *breakfast* / *budget* is cheaper than the hotel.
- We're going to travel by *coach* / *plane* because our flight was cancelled.
- Mr Tanaka would like to stay in a five-star *luxury* / *lounge* hotel during his visit.

## Grammar Comparatives and superlatives

1 Complete the table.

	Adjective	Comparative	Superlative
1	hard	harder	the hardest
2	good		
3	small		
4	big		
5	expensive		
6	easy		
7	fun		
8	cheap		
9	bad		
10	formal		

2 Match the comparatives and superlatives (1-8) with their opposite meanings (a-h).

- |                    |                    |
|--------------------|--------------------|
| 1 best             | a more exciting    |
| 2 cheaper          | b more expensive   |
| 3 less interesting | c worse            |
| 4 most exciting    | d worst            |
| 5 less exciting    | e more difficult   |
| 6 most popular     | f least exciting   |
| 7 easier           | g least popular    |
| 8 better           | h more interesting |

3 Complete the questions with the correct form of the word in brackets. Use *than* where necessary.

- Is your budget this year \_\_\_\_\_ (small) last year?
- What's \_\_\_\_\_ (big) challenge when planning an event?
- Do you think the red room is \_\_\_\_\_ (good) the yellow room?
- Are events like this one \_\_\_\_\_ (easy) formal conferences?
- Who is \_\_\_\_\_ (organised) employee in your company?
- Which was \_\_\_\_\_ (fun): the circus theme or the beach theme?
- Of all these, which is \_\_\_\_\_ (good) sound system?
- Who's \_\_\_\_\_ (important) guest at the event tonight?

4 Match the questions in Exercise 3 (1-8) with these answers (a-h).

- |  |       |
|--|-------|
| a Yes, formal ones are harder.                                       | _____ |
| b This one. The sound is great, but it's the most expensive.         | _____ |
| c No, it's bigger.   | _____ |
| d Both were great, but the beach theme was probably more successful. | _____ |
| e I think it's getting the best team for the job.                    | _____ |
| f Mr Templeton. He's the Chief Executive.                            | _____ |
| g Probably Chris. He's the most experienced, too.                    | _____ |
| h No, I think it's worse.  | _____ |

## Reading

**Careers focus:** \_\_\_\_\_

Dave Webster, Barnaby Kelly and Melissa Napier are Events Managers, but they got their jobs in different ways. Dave studied events management at university and then got a job with a company that organises conferences. He now manages a team of twenty. Barnaby left school and got an internship with a company that organises business dinners and events. After six months, they offered him a job. Following university, Melissa was a teacher for ten years before she decided to become a wedding planner. She did a part-time course in events management and now she has her own company.

So, is this the career for you, too? Are you organised? Do you pay attention to detail? Do you have good people skills? Can you manage a team and a budget? Are you good at schedules? Is your top priority client satisfaction? If your answer to all these questions is 'Yes', then a career in events management could be for you.

There are different types of jobs you can do as an Events Manager. You can work for an events management company or for a large corporation like a bank or even a charity. Companies like these have their own in-house planners who organise all their work events. Or you can work independently, as a freelance planner. Many wedding planners, for example, are self-employed, helping individuals rather than large corporations plan their parties and celebrations.

So, how do you become an Events Manager? Well, you could do a degree in events management at university or you could do a shorter course – part-time if you're working. You could also volunteer or get an internship with an events management company. Most internships are unpaid or very low paid, but it is still a good way of finding out if it's the job for you. Getting some experience will also look good on your CV and help you develop your career in the future.

If you're interested in learning more about a career in events management, please get in touch with Nigel Brians at [events4careers](http://events4careers).

**1** Read the article quickly. Complete the correct option to complete the title.

- a Events management internships
- b Events management – is it for you?
- c Study events management at university

**2** Read the first paragraph again and answer the questions.

- 1 Who has a degree in events management? \_\_\_\_\_
- 2 Who doesn't have corporate clients? \_\_\_\_\_
- 3 Who didn't go to university? \_\_\_\_\_
- 4 Who had a career change? \_\_\_\_\_
- 5 Who is responsible for a group of employees? \_\_\_\_\_
- 6 Who is self-employed? \_\_\_\_\_
- 7 Who is an employee? \_\_\_\_\_, \_\_\_\_\_
- 8 Who probably did unpaid work before getting a job? \_\_\_\_\_

**3** Read the article again and decide if the sentences are *true* (T) or *false* (F).

- 1 Big companies or corporations always use independent events management companies to plan their conferences. \_\_\_\_\_
- 2 You need a university degree to get a job in events management. \_\_\_\_\_
- 3 You can learn how to manage events on part-time courses. \_\_\_\_\_
- 4 Doing unpaid work for events planners is a good way of getting experience. \_\_\_\_\_
- 5 Most successful Event Managers work for a large corporation. \_\_\_\_\_
- 6 Interns at events management companies are never paid a salary. \_\_\_\_\_

**Functional language**    **Making small talk**

**1** Complete the questions with the words in the box.

about (x2)   come   doing   know   live   long   prefer   you

- 1 How \_\_\_\_\_ was your flight?
- 2 What are you \_\_\_\_\_ in Brussels?
- 3 What do you know \_\_\_\_\_ Coimbra?
- 4 Do you \_\_\_\_\_ Madrid?
- 5 Where do you \_\_\_\_\_ from?
- 6 Where do you \_\_\_\_\_ ?
- 7 What do you think \_\_\_\_\_ this café?
- 8 Which do you \_\_\_\_\_ , Rome or Milan?
- 9 Do \_\_\_\_\_ know Vasily?

**2** Match the answers (a-i) with the questions in Exercise 1 (1-9).

- |  |       |
|--|-------|
| a Egypt. I was born in Cairo.                                | _____ |
| b It's difficult to say. I like them both.                   | _____ |
| c It was quick and easy - just over two hours.               | _____ |
| d No, I haven't met him yet. I'm going to meet him tomorrow. | _____ |
| e I'm giving a presentation at a conference.                 | _____ |
| f I like it. The coffee is good and the food is OK.          | _____ |
| g No, I've never been to Spain, but I'd like to visit.       | _____ |
| h In Toulouse. I've lived in France for a year.              | _____ |
| i Well, I know it's a very old university city in Portugal.  | _____ |

**Explaining and solving IT problems**

**3A** ▶ 1.01 Match 1-10 with a-j to complete the sentences and questions from a conversation between Elena and Ahmed from the IT department. Listen and check.

- |                                |                                      |
|--------------------------------|--------------------------------------|
| ___ 1 I'm having problems with | a a new email account?               |
| ___ 2 I don't know how         | b access the intranet.               |
| ___ 3 You need to go           | c your new password.                 |
| ___ 4 Can you try going        | d my new laptop.                     |
| ___ 5 I can't                  | e for you.                           |
| ___ 6 I'm having trouble       | f to Print Settings.                 |
| ___ 7 Try                      | g email address.                     |
| ___ 8 I need to get a new      | h to Settings again?                 |
| ___ 9 How do I set up          | i to connect to the network printer. |
| ___ 10 I'll do that            | j connecting to the internet.        |

**B** Look at the sentences in Exercise 3A again. Mark them 'E' if they are explaining a problem or 'S' if they are solving a problem.



## Writing Email - Asking for information

1 Match 1-10 with a-j to complete the phrases for an email asking for information.

- |                               |                        |
|-------------------------------|------------------------|
| 1 Dear                        | a needs wi-fi ...      |
| 2 I am writing to ask for     | b there is a ...       |
| 3 We are looking              | c regards,             |
| 4 We need to                  | d Sir/Madam,           |
| 5 Please can you confirm that | e hearing from you     |
| 6 We would also like          | f have enough room ... |
| 7 Each conference room        | g how far ...          |
| 8 Could you let me know       | h for a venue ...      |
| 9 I look forward to           | i to book ...          |
| 10 Kind                       | j information ...      |

2 Choose the correct option in italics.

**From:** Annabelle Turner  
**To:** The Manager, Regis Conference Centre  
**Subject:** Venue facilities

Dear Sir/Madam,

I am writing to <sup>1</sup>*ask / enquire* for information about Regis Conference Centre. We are looking <sup>2</sup>*for / forward* a venue for a three-day conference in September this year. <sup>3</sup>*It needs / We need to* have enough room for over 200 delegates in your main conference room and we would also like three smaller conference rooms for meetings. Each conference room <sup>4</sup>*confirms / needs* wi-fi as well. We need to have coffee and tea available mid-morning and mid-afternoon, and we <sup>5</sup>*will / would* also like to book your canteen for lunch on all three days.

Please could you <sup>6</sup>*confirm / tell* that there is a car park available for at least forty cars? Some of our delegates will drive. Could you also <sup>7</sup>*tell / let* me know if there are any local hotels with discount rates for Regis clients or large groups? We will have over 100 delegates each night.

I look <sup>8</sup>*for / forward* to hearing from you.

Kind regards,  
 Annabelle Turner, Events Manager

3 You are the Events Manager for your company. Write an email of approximately 120 words to a hotel asking for information about venues for a conference dinner. Use the notes below.

Company celebrating 10th anniversary – 200 guests

Need:

- drinks and snack food in garden
- round tables inside, 10–12 people at each table
- three-course meal, with vegetarian and vegan options
- band and space for dancing
- microphone and good sound system for speeches

Ask about: best price per person

## Vocabulary Location

## 1 Match the places (1-8) with the descriptions (a-h).

- |                     |   |
|---------------------|---|
| 1 factory           | a Ships arrive and leave from here.                         |
| 2 studio            | b People come here when they need to be in the main office. |
| 3 lab               | c Workers produce goods here.                               |
| 4 car park          | d People drive between cities on this.                      |
| 5 port              | e Artists work here.  |
| 6 warehouse         | f Companies store their products here.                      |
| 7 motorway          | g People leave their cars here.                             |
| 8 headquarters (HQ) | h Scientists do tests here.                                 |

## 2 Choose the correct option in italics.

- The city council is going to *access* / *locate* the new airport close to the city centre.
- This location isn't *convenient* / *close* because the train station is too far.
- The people in this town don't have good *access* / *port* to a hospital.
- The hotel *facilities* / *factories* included a fitness room, a spa and a restaurant.
- Are there good transport *links* / *warehouses* in your country?
- Headquarters* / *Rents* for commercial properties are so high that many shops have closed.
- How *close* / *convenient* to the train station is the office?
- We are going to open the new design *lab* / *studio* next month.

## 3 Complete the extract from a memo to office staff with the words in the box.

access car park close to facilities headquarters links rents studio

## MEMO

Our company has grown and our office space is too small now.

<sup>1</sup>\_\_\_\_\_ have gone up in this area, so we are looking for new offices outside the city centre where we can have better <sup>2</sup>\_\_\_\_\_, including a gym and canteen. We need to find somewhere <sup>3</sup>\_\_\_\_\_ an underground station, with good transport <sup>4</sup>\_\_\_\_\_ to the airport. We also need a <sup>5</sup>\_\_\_\_\_ for at least ten cars and a <sup>6</sup>\_\_\_\_\_ for our designers. This office will be our <sup>7</sup>\_\_\_\_\_, where we have our main offices, so it needs to be convenient for everyone. Finally, we need easy <sup>8</sup>\_\_\_\_\_ to shops and restaurants.