



Listen and practice

1 Describe the picture. Where are the people? What are they talking about?

2 1.14 Andy is asking May about Asia Retailing. Listen and circle the correct answer. Ask and answer the questions with a partner.

- a Was AR established in 1993? Yes, it was. No, it wasn't.
 b Is AR's head office in Hong Kong? Yes, it is. No, it isn't.
 c Does AR have an office in Nagoya? Yes, it does. No, it doesn't.

3 1.14 Listen again and complete the conversation. Then practice with a partner. Take turns being Andy and May.

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Andy: Can I ask you some questions about AR?

May: Yes, of course.

Andy: _____ the company?

May: We were established in 1992.

Andy: I see. And _____ head office?

May: In **Singapore**. We also have offices in **Guangzhou** and **Tokyo**.

Andy: _____ people work for AR?

May: We have **45** full-time employees. **35** people work in our head office, and there are **ten** workers in our other offices.

4 Now practice the conversation again. Change the names and numbers in **blue** using the information below.

Company	Established	Employees	Head Office	Offices
Timson Watches	1835	150	Geneva (120)	London (10), New York (20)
Natural Beauty	1994	670	Milan (350)	New York (120), Hong Kong (200)
Tour Asia	2000	104	Singapore (60)	Beijing (20), Seoul (14), Bangkok (10)
Comet Technology	2003	19	Portland (10)	San Francisco (5), San Jose (4)

- 5  1.15 What do you think Andy will ask next? Check (✓) your guesses. Then listen to see if you are correct.

- a ☐ He will ask May where she lives.
- b ☐ He will ask about AR's customers.
- c ☐ He will ask May about her job.
- d ☐ He will ask May for her telephone number.

Asking about company background

- 1 Look at the chart. It shows questions you can ask about a company.

What	does	your company	do?
Where	is	your head office?	
When	was	the company	established?
How many	offices employees	do	you have?

- 2  1.16 Listen and complete the notes. Then check your answers with a partner.



a Batang Corp.
Established:
Head Office: Kuala Lumpur
Offices:
Employees:
Business: imports and exports goods

c BL Chemicals
Established:
Head Office:
Offices: 80
Employees:
Business: produces plastic goods

b Insung Ltd.
Established:
Head Office:
Offices:
Employees: 1,200
Business: supplies foodstuffs


d Brown Construction
Established: 1913
Head Office:
Offices:
Employees:
Business: designs and builds roads and bridges

- 3** Look at the examples of long and short answers below.
Then ask and answer the questions about the companies in exercise 2.

When was _____ established?	It was established in (2003). / In (2003).
How many employees does _____ have?	It has (750) employees. / (750).
Where is the head office of _____ ?	The head office is in (Seoul). / In Seoul.
How many offices does _____ have?	It has (four) offices. / (four).

- 4** Now ask and answer questions about Seki Steel with a partner.

Seki Steel Corp.

Total employees: 2,155 
Established: 1945

Head office
location: Fukuoka

 100

Main steelworks:

Kagoshima

 1,350

Steelworks:

Kobe

 400

Osaka

 200

Research laboratory:

Kokura

 50

Sales office:

Tokyo

 45

Singapore

 10

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- 5** Practice with a partner. Student A, give an answer.
Student B, ask the question.

For example: **A:** Two.

B: How many steelworks does Seki Steel have?

B: In Fukuoka.

A: Where is the head office of Seki Steel?

Conversation strategy

asking for repetition and spelling



Talk business

Student A, turn to page 86.

Student B, turn to page 98.

- 1** Look at the chart. It shows ways you can ask someone to repeat or spell what he or she has said.


I'm sorry,	can you repeat that?	your telephone number? the address? your family name?
	can you say that again?	
	can you spell that?	
	can you repeat / spell	



- 2** Practice with a partner. Take turns asking the questions.

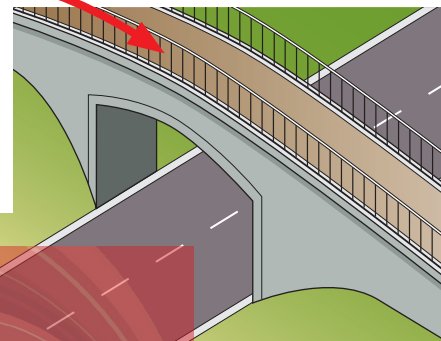
Look at these ways you can talk about what companies do.

AR **designs** clothes for the fashion industry.
Comet **provides** design and translation of web pages.

- 1  1.17 Listen and draw a line from the company to the product. Then write the correct words from the box on the lines. You can use some words twice.

builds develops manufactures sells designs produces

- a Brown Construction *designs and builds*
b Amazon _____
c BL Chemicals _____
d Capcom _____
e Nisco _____



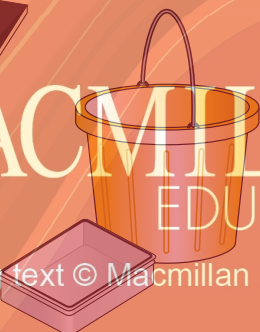
roads and bridges



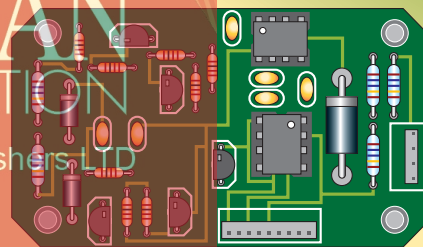
video games



books and CDs



plastic goods



integrated circuits

- 2 Complete the following sentences, using companies you know.
Talk about the companies with a partner.

- a _____ sells _____
b _____ makes _____
c _____
d _____
e _____

- 3 Ask and answer *yes / no* questions with a partner using the information in exercises 1 and 2.

Q: Does _____ sell _____ ? A: Yes, it does. / No, it doesn't.
Q: Does _____ build _____ ? A: Yes, it does. / No, it doesn't.



Viewpoints: What kind of company?

1 Answer these questions for yourself. Write T for true or F for false next to each sentence. Compare your answers with a partner.

- a I want to work for a big company.
- b I want to work in a foreign country.
- c I want to stay at one company for a long time.

2 1.18 Listen to these people talk about their companies. Match the person with what they say.

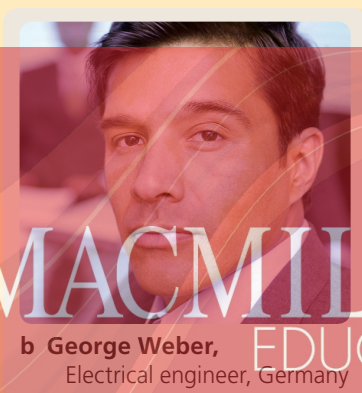
☐ My company develops medicines.

☐ I like working for a big company.

☐ I work for a small family company.



a Neil Parker,
Pharmacist, U.S.



b George Weber,
Electrical engineer, Germany



c Emiko Yamaguchi,
Banker, Japan




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☐ Everyone is friendly and I enjoy my job.

☐ We have offices in New York, London and Tokyo.

☐ I need to improve my English!

3 Look at these types of industries. Can you think of any more?

Raw materials	Manufacturing	Services
 <p>Farming Fishing Mining</p>	 <p>Construction IT & Software Electronics Pharmaceuticals the automotive industry the chemical industry</p>	 <p>Banking Hospitality Education News media Entertainment Tourism Health care Transportation</p>

4 What kind of industry do you want to work in? Talk about the industries with a small group. Use some of these adjectives or other words you know.

creative difficult exciting interesting challenging well-paid

For example: *I want to work in (the chemical industry) because it's interesting. How about you?*

I want to work in (tourism) because I like to travel. How about you?



Project: Describe your company

Review

What do you do?

How about you?

I'm sorry, can you spell that?

Where do you work?

I'm sorry, could you repeat that?

Nice to meet you.

Who do you work for?

Where is your head office?



Using the information you created in Units 1 and 2, introduce yourself to other class members and ask / answer questions about your job and company. Don't forget to ask for repetition and / or spelling if you need to!

Activity

- 1 Make an information sheet about your company. Include information on when you were established, where your head office is, how many offices or factories you have, how many people work there, etc.

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Company name and logo:

Company information:

Established:

Employees:

Head Office:

- 2 Stand up and interview other people to get information about their companies.

Begin like this: *May I ask you some questions about your company?*

Yes, of course.