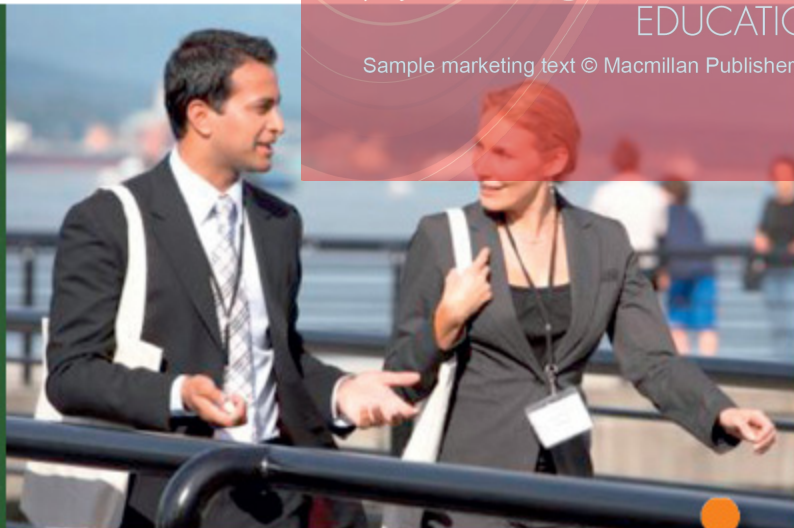


Barney Barrett and Pete Sharma

Networking in English

 **MACMILLAN**
EDUCATION

Sample marketing text © Macmillan Publishers LTD



Informal
communication
in business


MACMILLAN



INCLUDES
AUDIO CD

Module 1 Unit 1

Talking about you and your life

In this unit you will look at:

- appropriate topics for networking situations
- words to help you express dates and time
- talking about yourself and people you know
- talking about your life

1. Speaking – appropriate subjects

You are talking to someone for the first time. What information would you be happy to give about yourself? Rank the following categories of information 1 to 10 (1 = most happy to give this information; 10 = least happy to give this information).

Key word

appropriate
(adjective): suitable or right for a particular situation or purpose

- | | |
|-----------------------------------|---|
| ___ Your name | ___ What you studied at university |
| ___ The company you work for | ___ Your career history |
| ___ Your job and responsibilities | ___ Your ambitions and plans for the future |
| ___ Where you live | ___ Your successes and failures |
| ___ Where you come from | ___ Your family |

Compare your answer with a partner. Did you arrange the topics differently? Discuss your choices.

Cultural tip



People will regard some information as more or less private depending on where they are from, for example talking about money, politics or relationships.

In your country, what subjects are inappropriate when talking to someone you do not know very well?

2a. Listening – talking about yourself (1)



Sample marketing text © Macmillan Publishers LTD
1 Marc Gisset and Ingrid Kraus are having lunch after a meeting. Listen to Ingrid talking about herself to Marc. How well do they know each other? Place an X on the scale.

They have known each other for a long time \longleftrightarrow They have only recently met



2b. Listening – talking about yourself (2)



1 Listen again and choose the correct answer to these questions.

- 1 Where is Ingrid from? a Hamburg b Berlin
- 2 Where did she go to high school? a Berlin b New Jersey
- 3 What did she study first at university? a graphic design b industrial design
- 4 What did she design while she was at university? a websites b posters
- 5 When did she become a freelance consultant? a 2006 b 2007
- 6 What is her highest qualification? a a PhD b a master's degree

3. Phrases – talking about your life

On the next page, put the stages of your life into order, from earliest to most recent. You may use some more than once. Add any that you think are missing. Then complete the sentences with your own information.

- | | |
|--|---|
| ___ I got promoted to ... | ___ I moved to a different town/country |
| ___ I graduated from university in ... | ___ I changed jobs |
| ___ I started work in ... | ___ I went to university to study |
| ___ I went to school in ... | ___ I was born in ... |

4. Vocabulary – talking about dates and time

Use the time reference words in the box to complete the sentences about Ingrid's life and career.

for to since in from ago on

- | | |
|--|---|
| 1 I was born in Hamburg _____ 1982. | 4 I was at university _____ 6 years. |
| 2 I was in the US _____ 1996 _____ 1998. | 5 I launched my business _____ 15 May 2006. |
| 3 I moved to Berlin 10 years _____ . | 6 I've been a freelancer designer _____ 2003. |

5. Speaking – about yourself

Think about your life. Prepare to tell someone about yourself. Try to use the language you have learnt in this unit.

6. Vocabulary – talking about friends and family

Angie and Claire talk about their families. Use the verbs in the box to complete their answers. Make sure you put the verb into the correct form.

graduate start move travel join do

Angie: How's your mother?

Claire: She's very well. She ¹ _____ house last week.

Claire: How are your sons?

Angie: Jacob's recently ² _____ a bank in Shanghai. David's going ³ _____ from Harvard in the fall.

Angie: How are your children?

Claire: Oh they're great. Oliver's ⁴ _____ well at his new school. Daisy's just ⁵ _____ riding lessons.

Angie: How's Robert?

Claire: Oh he's absolutely fine. He's planning to ⁶ _____ around Russia later this month to meet clients.

7. Speaking – people you know

Write down the names of four friends or colleagues. Work with a partner. Use the question 'How's [name]?' to ask about each person. Answer and give information about their recent or current activities.

Pronunciation tip

The verb 'be' and negative forms are usually contracted in the spoken form of English. For example: *I'm* from Germany. *I don't* live in Hamburg anymore.



2 Listen to these sentences with and without contractions. Which sound more natural?

8. Social planner

Now turn to page 104 and fill in the social planner with information about you and your life.

Module 1 Unit 2

Asking and answering questions

In this unit you will look at:

- question words
- making and answering questions
- getting to know someone
- turning the question around

1. Question words

Match the question words (1–8) to the descriptions of their use (a–h).

- | | |
|------------|--|
| 1 what | a about the length of time |
| 2 which | b about things, actions or ideas |
| 3 when | c what time something happens |
| 4 where | d about the number of people or things |
| 5 who | e about people |
| 6 why | f for a specific choice from a limited number of possibilities |
| 7 how long | g about places |
| 8 how many | h the reason for something |

2a. Grammar – making questions

Reorder the words to make questions.

- | | |
|--|--|
| 1 Where from you are? <i>Where are you from?</i> | 5 When company the you join did? |
| 2 What you do do? | 6 Where based you are? |
| 3 Who for work do you? | 7 Why you your join company did? |
| 4 How your job been long have in you? | 8 How many department people your in work? |


Sample marketing text © Macmillan Publishers LTD

Pronunciation tip ✓

Like many other languages, it is possible to make questions in English by using a statement with rising intonation at the end.

For example: You're from Germany? You went to university in the US?

However, it is often clearer to use the full question, like those in exercise 2a, where the stress falls on the main verb.
For example: Where do you **come** from? Who do you **work** for?

-  **3** Listen to these sentences and try to repeat the intonation and stress.

2b. Speaking – answering questions


How would you answer the questions in 2a?
Work with a partner to ask and answer them.

3a. Listening – getting to know each other (1)

-  **4** Now listen to Brad J Ruby talking to Ashok Patel before a meeting. Which country are they in?



3b. Listening – getting to know each other (2)

 **4** We use *which* to make questions when we are asking about a specific choice from a limited number of possibilities. Listen to Brad and Ashok again and answer these *which* questions.

- 1 Which places did Brad visit on his first trip to India? a The Taj Mahal b Delhi c Mumbai
- 2 In which US city did Ashok go to university? a Los Angeles b Boston
- 3 Which European cities is Brad going to visit on this trip? a Berlin b Paris c London
- 4 In which country was Ashok's wife born? a Scotland b India


3c. Phrases – turning the question around

Turning the question around is an easy way of moving the conversation forward. For example:

Ashok: So, do you travel a lot for business, Brad?

Brad: At the moment, yes. People in my industry prefer face-to-face meetings. How about you?

Ashok: I only really travel for conferences. Us IT people are quite happy to communicate electronically.

 **4** During their conversation Brad and Ashok use this expression three times to turn the question around. Listen again. What are they talking about each time?

4a. Grammar – questions (1)

Correct the mistakes in these questions.

- | | |
|---|---|
| 1 Where you come from? | 4 Have you children? |
| 2 How much time have you lived in Berlin? | 5 Where do you go on holiday last year? |
| 3 You are married? | 6 Do you have got your new car yet? |

4b. Grammar – questions (2)

Match the questions in 4a to the correct responses below.

- a We spent three weeks scuba diving in the Maldives.
- b Yes, my son is six and my daughter is eight. _____
- c I'm from Hamburg in the north of Germany. _____
- d No. My partner lives in New York. _____
- e No, it's being delivered sometime next week. _____
- f About 2 years now. _____

 **Key word**

host (noun): someone who invites people to a meal or party, or to stay in their home

guest (noun): someone who you have invited to your home, for a party or a meal, or to stay the night

5. Speaking – a first conversation

Work with a partner. Student A has just flown in for a meeting. Student B is the host. Use the prompts in the grid to guide your conversation. Don't forget to turn the question around.

Student B starts.

How / journey? ►	your first time? ►	How long / stay? ▼
▼ travel a lot?	◀ business or holiday?	◀ Where / last holiday?
What / think of? ►	What / free time? ►	do any sports?

6. Social planner

Now turn to the social planner on page 104 for some more practice on useful networking questions.