

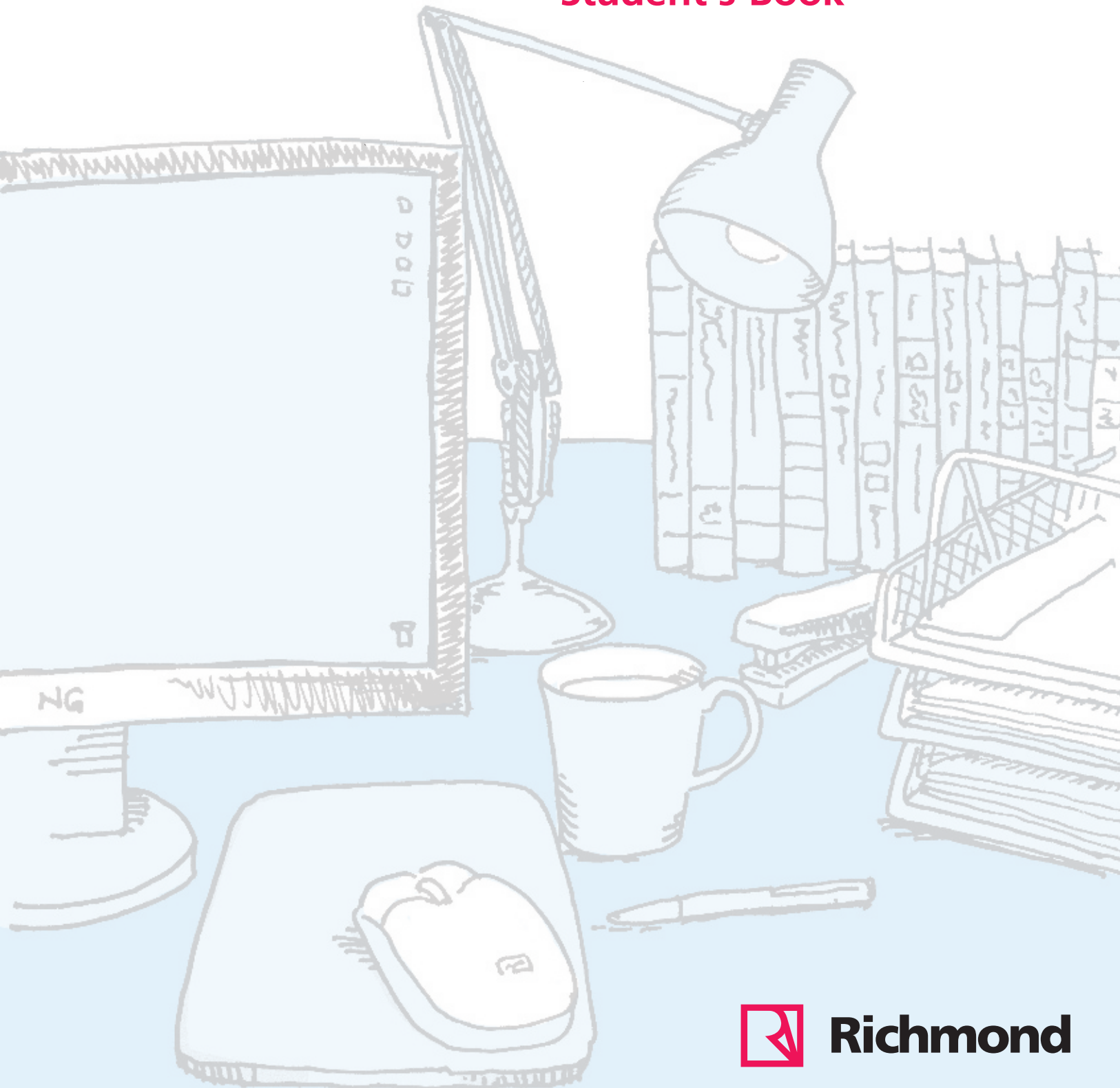
Elementary A2

Louis Rogers

with additional material
by James Greenan

@work

Student's Book



Richmond

Contents

	Language			Skills			
	Grammar / Functions	Vocabulary	Say it right	Listening	Reading	Speaking	Writing
1 Introductions p4							
Pleased to meet you	<i>be</i> – present simple positive sentences Possessive adjectives <i>my, your, his, her, our, their</i>			Registering for a conference Meeting a friend at a conference	Three profiles: Karen Wood, Yuji Kamasaki & Santiago Ramos	Asking for and giving personal details Introductions	Profile of a friend or colleague
Where are they from?	<i>be</i> – present simple negative and question forms	Countries and nationalities The alphabet and spelling	Word stress – countries and nationalities The alphabet	Three conversations: hotel reception, passport control, phone		Countries and nationalities Spelling the names of people and places	
Arriving and leaving	Greetings and goodbyes Exchanging contact details	Numbers 0–100 Email addresses	Numbers 0–100	Greetings and goodbyes Four telephone conversations		Exchanging phone numbers and email addresses	
Scenario: Finding Mr Wu Some people meet up at an international conference, but where is Mr Wu?							
2 Work p12							
My job	Present simple <i>I, you, we, they</i> – positive and negative sentences	Talking about jobs				Talking about jobs	
My week	Present simple <i>I, you, we, they</i> – questions and short answers	Days, months, seasons	Months and seasons	Two people talk about their work life	Working hours	Talking about your working week	
Staying in touch	Telephoning	Phone numbers		Two phone conversations		Making a call	
Scenario: A desk of my own Ana starts a new job on Monday, but is there enough room for her to have her own desk?							
3 A day in the life p20							
Busy days	Present simple <i>he, she, it</i> – positive and negative sentences, questions and short answers	Saying the time	Present simple -s endings		The routines of two top business people	Talking about your day	
Free-time activities	<i>love, like, hate, enjoy</i> + verb + -ing or noun	Leisure time activities		What do you like doing in your free time?	The leisure time activities of two top business people	Talking about what you like doing in your free time	
Time for lunch	Ordering food and drink	Money and prices	Words that are linked	Five people talk about what they have for lunch Five people order food		Ordering food and drink	
Scenario: Work or family? Nick has a lot to do this week both for his job and his personal life.							
4 A great place to be p28							
Around town	<i>there is, there are</i>	Places in a city		Asking about places in a city	Two emails giving information and directions	Giving directions	
Extreme cities	Comparatives and superlatives	Adjectives for describing places		Descriptions of four cities	Descriptions of four cities	Talking about cities	
Hotels	Booking a hotel	Hotel facilities Dates		Three people describe their hotel needs Two people make hotel bookings	Three hotels in Barcelona	Booking a hotel	
Scenario: Which hotel? Colin and Paula need to find hotel rooms for three important visitors.							
5 Food p36							
My diet	Countable and uncountable nouns <i>a/an, some, any</i>	Food items		Describing dishes		Describing dishes	
The business of food	Countable and uncountable nouns <i>much, many, a lot of</i>	The restaurant business			Gastón Acurio: the man taking Peruvian food to the world	Talking about business	
Table talk	Opinions and offers – <i>I'd like</i> and <i>I like</i> Polite requests		Polite requests and responses	Four conversations in a restaurant Small talk		Making small talk	
Scenario: Trouble at the restaurant What can the Morettis do to make their family restaurant business more successful?							



More practice = more practice available on the digital and print Workbook

Writing emails p44

Language				Skills			
Grammar / Functions		Vocabulary	Say it right	Listening	Reading	Speaking	Writing
6 Getting around p56							
It's quicker to walk	Present continuous	Travel		Four people talk about how they travel to work Three people talk about why they are late	Four people talk about what they're doing this week	Talking about what you do every week and what you're doing this week	
Travel arrangements	Present continuous for future arrangements	Air travel	s at the end of a word	Larry talks about his business trip	An email about a business trip	Talking about your plans for the weekend	
On the move	Travelling by plane and train	Air and train travel		Three conversations at the airport Three conversations at the train station		At the airport At the train station	
Scenario: When and where? Marek, Magda and Rosie need to meet to discuss a new café.							
7 Shopping p64							
A career in retail	Past simple – be and regular verbs	Career and education	Past simple – regular verbs		A company description	Talking about the past	
Getting a bargain	Past simple – irregular verbs	Shopping			Three texts about shopping	Talking about what you did at the weekend	
Buying gifts	Shopping			Three people shopping in a department store	Gifts around the world	Shopping in a department store	
Scenario: A good location Christina and Paul want to start a business selling only British food.							
8 Getting it right p72							
Getting it wrong	Past simple – negative forms	Success and failure		Dal LaMagna's business successes and failures	Dal LaMagna – an American entrepreneur	Talking about mistakes	
The secret of my success		Characteristics for business success		Temi talks about success in business		Talking about successes	
Successful meetings	Meetings Suggesting, giving opinions, agreeing and disagreeing	Talking about meetings		A meeting	Successful meetings	Suggesting, giving opinions, agreeing and disagreeing	
Scenario: A dysfunctional team Alex and Zafira put together a new team to develop and launch a new product.							
9 Best practice p80							
Company rules and dress code	can and can't, have to and don't have to	Company rules		Company rules		Talking about rules in your company	
Working conditions	Question forms with can and have to		can and can't	A supermarket manager talks about his working conditions	Two people talk about their working conditions	Talking about your job	
Email etiquette	Formal and informal emails	Starting and finishing an email			A formal and an informal email Dos and don'ts of email etiquette		A formal and an informal email
Scenario: Problems at reception Youssef needs to sort out the problems at reception.							
10 A helping hand p88							
Making decisions	will for spontaneous decisions and promises			Lia talks to her mentor, José	Mentors	Making decisions	
Team building		Team roles			Creating a team	Discussing a team's strengths and weaknesses	
Suggestions and offers	Suggestions and offers			Three conversations where people make suggestions and offers A phone call discussing suggestions	Emails making suggestions		A formal email
Scenario: In need of help Abdulrahman needs to arrange a team building exercise.							
Pairwork p96	Grammar p102	Irregular verbs p110	Functional language p112	Audioscripts p114			

1 Introductions

Pleased to meet you

present simple *be*
possessive adjectives
personal information

Start up

- 1 Look at the cities on the map. Which countries are they in? Which of the cities do you know?



Reading

- 2 1.1 Read and listen. Check your answers to 1.



SYDNEY

This is Karen Wood. She's 43 years old. She's an engineer for Alstom in Sydney, Australia. She's married. Her husband's a software designer. His name's Sanjit. He's from Pune in India.

OSAKA

This is Yuji Kamasaki. He's 29 years old and he's a sales representative for Nissan. He's single. He works at the Nissan offices in Osaka in the south of Japan, but Yuji's originally from the north of the country. His hometown's Morioka.

MONTEVIDEO

This is Santiago Ramos and this is Rosa Perez. They're from Montevideo and they're both computer programmers for Microsoft Uruguay. They're married and their partners also work for Microsoft. Rosa's husband is an administrator and Santiago's wife is a director.

Listening

- 3 1.2 Santiago Ramos is in Los Angeles for a conference. Listen and complete his registration form.

REGISTRATION FORM

First name	
Surname	
Date of birth	
Occupation	
Nationality	
Address	<i>Calle Andes Nol 892 Piso 3, 11100 Montevideo</i>

- 4 Listen again and complete the questions.

- | | |
|-----------------------------------|--|
| 1 Can I you some questions? | 4 your date of birth? |
| 2 What's surname? | 5 your job? |
| 3 are you from? | 6 Can I your home address, please? |

Speaking

- 5 Interview another student and complete the registration form. Begin like this:

Can I ask you some questions?
Yes, of course.

REGISTRATION FORM

First name	
Surname	
Date of birth	
Occupation	
Nationality	
Address	

Grammar

Present simple *be*

Long form	Short form
I am	I'm
You are	You're
He/She/It is	He's/She's/It's
We are	We're
They are	They're

»» GRAMMAR REFERENCE PAGE 102



- 6 Complete the sentences with the correct form of *be*.
- I'..... from Brazil.
 - They'..... from Australia.
 - I'..... a manager.
 - We'..... American.
 - She'..... a software engineer.
 - It'..... in Australia.

- 7 1.3 Listen and check your answers. Practise the pronunciation.

Listening

- 8 1.4 Santiago meets a friend at the conference. Listen and answer the questions.

- What's his friend's name?
- Where's he from?
- What's his job?



- 9 Complete the text. Check your answers in audioscript 1.4 on page 114.

This¹ my colleague Rosa.
We work together in².
Rosa, this³ my old
.....⁴ Chintal Patel from Sydney.
We were at university together. He's a
.....⁵ with Dell.

Hello, Chintal,
nice to
.....⁶
you.

Hello, Rosa, good to
.....⁷
you,⁸.

Speaking

- 10 Introduce yourself to the person on your right. Ask him/her about where he/she is from and what his/her job is. Introduce him/her to the person on your left.

Grammar

Possessive adjectives

I → my	she → her
you → your	we → our
he → his	they → their

»» GRAMMAR REFERENCE PAGE 102



- 11 Complete the sentences with the correct possessive adjective.
- 'What's job?' 'He's a restaurant manager.'
 - I'm single and I live at home with parents.
 - Can you give me home address, please?
 - 'Those are my children in the photo.' 'Really? What are names?'

Writing

- 12 Write a profile of a friend or colleague (40–50 words). Use the first text in 9 to help you. Begin like this:

This is ... He/she ...

Introducing yourself
I'm [name].
This is [name].
Nice to meet you.
Good to meet you, too.



Start up

1 Complete the sentences with different nationalities.

- 1 My mobile phone is 4 My company is
 2 My car is 5 My favourite food is
 3 My television is

2 Complete the sentences with the nationalities in the box.

Argentinian Brazilian Chinese French German Indian Japanese Spanish

- 1 Mercedes is a car manufacturing company.
 2 Sony is a electronics company.
 3 Curry is an food.
 4 Rio de Janeiro is an city.
 5 Louis Vuitton is a clothes designer.
 6 Messi is a soccer star.
 7 Madrid is a city.
 8 Shanghai is a city.



articles

Tata is **an** Indian car company.
an is used with vowels a, e, i, o and u
 BMW is **a** German car manufacturer.
a is used with consonants, e.g. b, c, d, f

Say it right

3 Write the countries and nationalities in the correct column.
Compare your answers with a partner.

America American Brazil Brazilian Britain British China Chinese Germany German
 India Indian Japan Japanese Mexico Mexican Portugal Portuguese Spain Spanish

O	Oo	oO	Ooo	ooO	oOoo
1 Spain	2 Britain	3 Brazil	4 Germany	5 Japanese	6 America
.....
.....
.....
.....

4 1.5 Listen and check

Speaking

5 Work with a partner. Make true sentences about the people, places and companies using nationalities and the words in the box.

city company politician tennis player writer

- 1 Sony
Sony is a Japanese company.
 2 Rafael Nadal
 3 Cairo
 4 Barack Obama
 5 Shakespeare

Listening

- 6 1.6 Listen and match conversations 1–3 with photos a–c.
- 7 Listen again. Complete the phrases from the conversations.

- 1 Receptionist: Is that a Spanish name?
Customer: No, Spanish. It's Portuguese.
- 2 Passport officer: Are you here on holiday?
Traveller: No, We're here for a conference.
- 3 Receptionist: Which department in, please?
Customer: He's in the sales department.
Receptionist: One moment, please ... I'm sorry,
at his desk at the moment. Can I take a message?



Grammar

Present simple *be* Negative and question forms

Negative long form	Short form
I am not	I'm not
You are not	You aren't
He/She/It is not	He/She/It isn't
We are not	We aren't
They are not	They aren't

Questions

Are you French?	Yes, I am. / No, I'm not.	Where are you from?
Is it time for lunch?	Yes, it is. / No, it isn't.	When's lunch?
Are they happy?	Yes, they are. / No, they aren't.	What's the problem?

>>> GRAMMAR REFERENCE PAGE 102

- 8 Complete the questions. Use the information in brackets to write an answer.

- 1 it / a Spanish company? (X) *Is it a Spanish company? No, it isn't.*
- 2 you / a computer expert? (X)
- 3 he / married? (✓)
- 4 they / here for the conference? (✓)
- 5 she / the company director? (X)
- 6 Who / the / CEO? (Ana Leon)
- 7 Where / you / from? (Brazil)
- 8 Which / car / yours? (Audi)



Say it right 9 1.7 Listen and repeat the alphabet.

a b c d e f g h i j k l m n o p q r s t u v w x y z

- 10 Write the letters of the alphabet in the correct place according to the sound.

/eɪ/	A H	/əʊ/	O
/i:/	B C	/u:/	Q W
/e/	F L	/ɑ:/	R
/aɪ/	I		

- 11 1.8 Listen and check.
- 12 1.9 Listen and write the names of the six people and places you hear.

Speaking

- 13 Work with a partner. Write down the names of three people and three places. Take turns to spell the words for your partner to write.
- 14 Work in pairs. Student A, look at page 96. Student B, look at page 98.

Start up

- 1 Work with a partner. Look at the expressions. Which ones do you use:

- 1 when you arrive somewhere?
- 2 when you leave?

Hi

Good morning

Good night

See you soon

Bye

Goodbye

Have a safe journey

How are you?

Hello

Listening

- 2 1.10 Listen and match conversations 1–4 with pictures a–d.

- 3 Listen again and complete the conversations.

- 1 A: Hello. Good, everybody.
B: Hello, Mrs Kim. Nice to
- 2 A: Bye then, and for everything.
B: Bye, Sally, soon.
- 3 A: Goodbye.
B: Thank you for meeting us today.
A: You're
C: Have a safe journey. Thank you for
- 4 A: Hi, Leandro,?
B: Fine, thanks. And you?
A: I'm



- 4 Which conversations are formal and which are informal? Practise the conversations with your partner.

Vocabulary

- 5 1.11 Listen and complete the list of numbers using words in the box.

0 1 2 3 5 6 7 8 10 11 13 14
..... 16 17 18 19 21 22 23 25 26
27 29 30 40 50 60 70 80 90 100



- 6 Listen again and repeat the numbers.

Say it right

- 7 1.12 Practise the pronunciation of the numbers. Then listen and circle the numbers you hear.

13	30	15	50
thirteen	thirty	fifteen	fifty

- 8 1.13 Listen and circle the number you hear.

- 1 19 90
- 2 18 80
- 3 17 70
- 4 16 60
- 5 15 50
- 6 14 40
- 7 13 30

twenty-eight
fifteen four twelve
nine twenty
twenty-four

Speaking

- 9 Write down ten numbers between 1 and 100. Take turns to dictate the numbers to your partner. You can check what you hear by using one of these phrases:

Sorry, I didn't get that. Could you say that again?

Listening

- 10 1.14 Listen to four telephone conversations. Complete the questions.

- 1 What's your number?
- 2 What's the code for Cologne?
- 3 What's the for Mexico?
- 4 What's your ?



0 = oh or zero

77 = double seven
or seven seven

- 11 Listen again and write the telephone numbers.

Speaking

- 12 Ask two other people the questions from 10.

Vocabulary

- 13 1.15 Read and listen to the email addresses. Discuss the questions with a partner.

r.juszko_05@gmail.com

andrea.szabo@inco.hu

swan_julia@aol.com

- 1 How do you say @?
- 2 How do you say _ ?
- 3 How do you say .?
- 4 How do you say .com?
- 5 Say your personal email address.
- 6 Say your work email address.



- 14 1.16 Listen and tick (✓) the email address you hear.

1	To	t.glock_9@gmail.com	a <input type="checkbox"/>	To	t.glock_19@gmail.com	b <input type="checkbox"/>
2	To	l_b.roberts.8@hotmail.com	a <input type="checkbox"/>	To	l.b.roberts.18@hotmail.com	b <input type="checkbox"/>
3	To	a.chau_6@yahoo.com	a <input type="checkbox"/>	To	achau_16@yahoo.com	b <input type="checkbox"/>
4	To	zhang.shan@google.com	a <input type="checkbox"/>	To	zhang_shen@google.com	b <input type="checkbox"/>

Speaking

- 15 Work in groups of three. Student A, look at page 97. Student B, look at page 99. Student C, look at page 101.

Scenario: Finding Mr Wu



Agna Schmid



Javier Fernandez



Manal Obeid



- 1 Four people want to meet at a business conference in Hong Kong. Look at the business cards of three of them. Find the information.
- | | |
|--|--|
| 1 works in Hungary. | 4 works in Barcelona. |
| 2 is Lebanese. | 5 and work for software companies. |
| 3 is the country code to telephone Beirut. | 6 is the country code for Spain. |



- 2 1.17 Listen to the phone messages and complete the business card for the fourth person.

Name: _____

Company: _____

Job title: _____

Phone number: _____

Email: _____



- 3 Student A, read the emails below. Student B, read the emails on page 99. Complete the information in the table.

j.fernandez@estrella.es; manal.obeid@iqbal.com; schmid.agna@kryptosoft.hu

Dear all,
Look forward to seeing you tomorrow. My mobile number is 778652110. Put the country code 0086 first to call me. Let's meet in reception at 9:00.
Best wishes
Henry Wu

manal.obeid@iqbal.com; schmid.agna@kryptosoft.hu; h_wu@yahoo.com

Hi Henry,
Thanks for your number. Here's my number: 0034 777 905 6441. See you all tomorrow at 9:00.
Best wishes
Javier

Mr Wu	Ms Schmid
Mobile number:	Mobile number:
Meeting time:	Meeting time:
Email:	Email:
Mr Fernandez	Miss Obeid
Mobile number:	Mobile number:
Meeting time:	Meeting time:
Email:	Email:

- 4 1.18 Three people meet in the reception area of the conference hotel. Listen to the conversation and answer the questions.

- Who's at the meeting?
- Who isn't at the meeting?
- Correct any false information in the notes in 3.

- 5 1.19 Agna asks the hotel receptionist for help. Listen to their conversation. Which room is Mr Wu in? Tick (✓) the correct answer.

Room 18 ☐

Room 80 ☐



- 6 Work with a partner. Student A, look at the information file below. Student B, look at page 99.

You are Javier. Mr Wu comes to reception with his colleague. Speak to Mr Wu's colleague. Greet his colleague. Find out:

INFORMATION FILE

His name	
His job	
Where he is from	
His phone number	
His email address	

Say goodbye.