

Upper intermediate B2

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@work

Student's Book



Richmond

Contents

	Language			Skills			
	Grammar / Functions	Vocabulary	Fluency	Listening	Reading	Speaking	Writing
1 People p4							
Partners	Past tense review	Describing relationships			Two famous partnerships	Talking about relationships	
First impressions	Present perfect	Describing people		Candidates for a sales job	Five surprising ways to make a good first impression	Forming impressions of job candidates Interviewing your partner	
Making contact	Starting and maintaining conversations		Sentence stress	Five short conversations	An introductory email	Starting and maintaining conversations	Introducing yourself by email
Scenario: The right judges Finding candidates for a literary judging panel							
2 The best way to work p12							
Working too hard?	Articles	Describing a typical day		A typical day in the life of two product designers	Work/life balance questionnaire	Discussing work/life balance	
How efficient are you?	Words that are used before nouns	Talking about productivity		Two product designers discuss how they keep productive at work	The Slow Movement	Discussing your strengths and weaknesses in productivity	
How have I done?	Giving effective feedback on work			An HR consultant discusses ways of giving feedback	Performance reviews: good or bad?	Discussing performance reviews and effective feedback Giving feedback	
Scenario: Downsizing Which staff should be promoted, kept and let go?							
3 The future p20							
Planning ahead	<i>be going to</i> and present continuous for future arrangements	Planning and managing change		Two business people discuss their attitudes towards planning for the future	Futurescaping	Discussing plans and arrangements Futurescaping	
The uncertain future	Making predictions			The changing future of four industries	Future challenges	Making predictions about certain events	
The future of communication	Digital communication	Using social media		Four extracts from video or phone conferences	How digital media has changed the way business professionals communicate	Presenting advice on how to phone-/video-conference successfully	
Scenario: Facing the future How can an arts centre turn its fortunes around?							
4 Getting a job p28							
Career jumpers	Question forms	Describing jobs		Two career jumpers describe their old and new jobs	Two career jumpers	Interviews about career changes made	A profile of a career jumper
What employers look for in you		Describing positive professional qualities Word families	Fillers	An HR manager talks about recruitment tests	A personality test	Analysing and giving feedback on personality test results	
Getting the job	Improving your interview technique Dealing with difficult questions			Six answers from a job candidate	The psychology of interviews	Asking and answering interview questions	
Scenario: Arctic venture Who should manage a new outdoor clothing store in the Arctic?							
5 New products and services p36							
Appropriate technology	Passive	Describing a product		The 'free wheelchair'		Presenting an appropriate technology product	
Giving customers what they want	Verb forms related to the passive	Describing changes to buildings and rooms		How a service was improved	Customer reviews on a consumer website	Planning a new business venture	
Presenting	Key presentation phrases Planning a presentation		Linking words	A conversation about a bad presentation		Tips for presenting Planning a presentation	
Scenario: Eco-activity centre Choosing a site for a new holiday centre							



	Language			Skills			
	Grammar / Functions	Vocabulary	Fluency	Listening	Reading	Speaking	Writing
6 Meetings p56							
My worst meeting		Describing and organising meetings		Unconventional ideas for improving meetings	My worst meeting	Best practice for meetings	
He said, she said	Reported speech Reporting verbs	Reporting verbs		Two meetings to investigate a complaint against an employee		Reporting what someone said	Minutes of a meeting
Getting heard	Making your point assertively			Four meeting extracts	How to get heard in a meeting	The interrupting game	
Scenario: Meeting mayhem Can the Zhou Foundation improve its meetings?							
7 Culture p64							
Culture shock in California		Cultural values Communication styles			Culture shock in California	Discussing working styles in business culture	
Cultural sensitivity	Second and third conditional			The Hermes project		Discussing cross-cultural misunderstandings	
When things go wrong	Apologising	Making mistakes and apologising	Tone of voice	Five apologies	What to do when you 'screw up' spectacularly	Apologising	
Scenario: Losing Luis Lima Can an American hockey team persuade their Brazilian star to return?							
8 Marketing and selling p72							
Legalised lying?	Comparatives and superlatives	Marketing and advertising			Three ingenious marketing campaigns	Discussing marketing and advertising	
Why the brand matters	Extreme adjectives	Brands and branding		Five famous brands	Why the brand matters	Discussing different marketing techniques	
The art of persuasion	Persuasive presentations Rhetorical techniques	Powerful words	Emphatic stress	Five sales presentation techniques		Preparing an introduction for a persuasive presentation	
Scenario: Rebranding Ibiza Joy Can a holiday company find a new market?							
9 Problems and solutions p80							
Creating	Verb patterns			An interview with an inventor	Inspiration or perspiration	Talking about entrepreneurs	
Adapting		Phrases using prepositions		An economy expert talks about adapting to different markets	Mirroring your customers	Deciding how to adapt and market a product in different countries	
Group problem-solving	Suggesting and agreeing solutions			A group reaches a decision about an end-of-term party	Groupthink	Making a group decision about a fund-raising idea	
Scenario: Breaking into America Can a UK supermarket break into the US market?							
10 The rules of work p88							
Office relations	Modal verbs	Honesty and responsibility	Weak and strong forms	A radio show about a dilemma	An email about a workplace dilemma	Discussing workplace dilemmas	
Whistleblowing	Past form of modals	Unethical work practices		A whistleblower tells his story		Re-telling and discussing the story of a whistleblower	
The right rules	Expressing rules and expectations	Describing sanctions		Two people talk about rules in different workplaces	Trust me, I'm an employee	Discussing workplace rules	
Scenario: Environmental dilemma What should be done about a polluting chemical company?							

1 People

Partners

describing relationships

past tense review

Start up

- 1 Work with a partner. What do you know about these famous partnerships? What did they do or create together? Why do you think their partnerships are/were successful? Check your ideas on page 96.



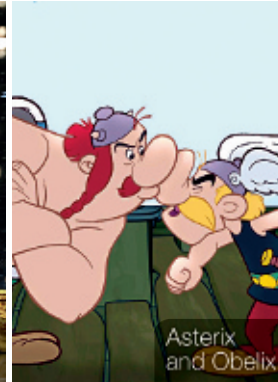
Venus and Serena Williams



Rudolf Nureyev and Margot Fonteyn



Domenico Dolce and Stefano Gabbana



Asterix and Obelix



Lennon and McCartney

Reading

- 2 Read about two successful partnerships. Which set(s) of partners:

- 1 didn't like each other when they first met?
- 2 have collaborated successfully despite their personal differences?
- 3 became friends because they shared a minority interest?
- 4 often argue and sometimes don't speak to each other?
- 5 still have a good relationship?



data mining – using software to analyse large amounts of information



Mick Jagger and Keith Richards met for the first time on the platform of Dartford railway station in 1961. They struck up a conversation when Keith noticed the rare (for the time) Muddy Waters records Mick was carrying under his arm. He had never met anyone who **shared his passion** for blues music before and the two soon found they **had a lot in common**. They set up a group together called The Rolling Stones, which 50 years later, is one of the most successful in the world. However, although they work well together as artists, the **tensions** of life on the road and personal differences mean they often **fall out**. They are sometimes barely **on speaking terms** for long periods of time, even on stage. In his 2010 biography *Life*, Richards wrote that he hadn't visited Mick's dressing room for over 20 years.



Sergey Brin and Larry Page first met in 1995 when they were both studying for a PhD in Maths at Stanford University. They seemed to have a lot in common: both had university professors for parents and had fallen in love with computers at an early age, but they didn't **get on with** each other to start with. When Brin had the job of showing Page round the university campus, the two quarrelled the entire time and **got on each other's nerves**. Neither was pleased when they discovered they were working on the same research project. However, they quickly **bonded over** their enthusiasm for data mining. They found they **shared a vision** of a future where information is freely available to everyone. They began **collaborating** on a project related to this which they called 'Google'. In 1998, they dropped out of university to set up Google as a company.

Vocabulary 3 Complete the sentences about relationships with the **highlighted** expressions in the texts in 2.

- 1 When I saw him speak, I realised that I **shared his passion** for the latest technology.
- 2 Money is the cause of in many relationships.
- 3 Charles always spent a long time speaking with his tutor about art and photography. They
- 4 I didn't her at first, but now we're really good friends. We over our interest in sports.
- 5 They had a big argument last month and they're no longer on
- 6 When Paul worked in marketing, he shared an office with another colleague. They each felt the other chatted on the phone too much, which really
- 7 We began with this production company last year.
- 8 My brother and I are completely different, we always argue and
- 9 Our venture was a success because my partner and I of how we wanted to develop the product.



Grammar 4 Complete the rules with the correct tense. Underline three examples of each tense in the texts in 2.

Past tenses: past simple, past continuous, past perfect

We use the¹ for individual finished events in the past and the² or more long-term 'background' events.

They met when they were studying at university.

He noticed Mick was carrying a record under his arm.

Use the³ for an event that happened earlier than another event in the past.

They had fallen in love with computers at an early age.

»» GRAMMAR REFERENCE PAGE 108



- 5 Work with a partner. Read about some other successful partnerships. Student A, look at page 96. Student B, look at page 101. Complete your text using the correct tenses.

Speaking 6 Use the prompts to make questions about your partner's famous partnership in 5. Think about how you would answer these questions in relation to the people in your text.

- 1 who / they?
- 2 what / do?
- 3 why / famous?
- 4 where / meet?
- 5 first impressions / when / first meet?
- 6 what / have in common?
- 7 why / get on well?
- 8 what tensions / in the relationship?

- 7 Interview each other about the famous partnerships. Finally, look at your partner's text to find out any additional information. Are the verb tenses correct?

- 8 Use these prompts to tell your partner about people in your life. Say two or three sentences in each case.

- 1 I met when I was ... We bonded because ...
- 2 I didn't/don't get on very well with because ... and so ...
- 3 At one time, was getting on my nerves because ... so I ...
- 4 Recently / A while ago, I collaborated with
- 5 I / had never fallen out with anyone in my/his/her life until ...



Start up

- 1 What do you notice most about people when you first meet them? What makes a good/bad impression on you? Exchange ideas with a partner.

Reading

- 2 Read the article and answer the questions.
 - 1 Does the author mention any of the things you discussed in 1?
 - 2 What is the main point the author makes about:
 - a smiling? c the way women dress? e posture?
 - b shoes? d make-up?

Five surprising ways to make a good first impression

It only takes a few seconds to make a first impression, so it pays to check out some of the more surprising ways in which people judge you to ensure you come out on top. First of all, check your smile. Although a warm and **confident** smile always has a positive effect, recent studies have shown that people with straight teeth are perceived to be happier, more intelligent and more **trustworthy** than those with crooked teeth. So, if your teeth aren't the best, consider replacing the smile with a general friendly expression and cultivate a warm handshake instead.

Choose your shoes carefully, too, since your footwear reveals more about you than you'd imagine. Research shows that people can accurately guess a stranger's age and income simply by looking at what they've got on their feet. Certain personality traits are also associated with different shoes: elegant, expensive shoes are associated with being a **conscientious** person

who is likely to work hard, but square, masculine-looking shoes are associated with being **arrogant** and too sure of oneself. Ankle boots, strangely, are associated with being **aggressive**.

Everyone knows that it's important to be well-dressed: looking smart is always better than looking **scruffy**, but researchers at Harvard have discovered that women wearing skirts are considered more **capable** and professional than those in trousers. Similarly, women wearing a little make-up are believed to be more **competent** and generally more likeable than women without any; too much make-up, on the other hand, makes women appear **unreliable** and **dishonest**.

It's your posture, however, that apparently makes the strongest impression. The essential thing is to take up as much space as possible. If you stand tall and open up the body, this not only makes you look more **powerful**, but also helps you to think and act more confidently.



Vocabulary

- 3 Match the **highlighted** words in the text in 2 with these definitions.

- | | |
|---------------------------------------|-------------------------------------|
| 1 untidy or messy | 6 people can trust you |
| 2 good at doing things | 7 the opposite of shy/nervous |
| 3 too self-important | 8 careful and hardworking |
| 4 too competitive and assertive | 9 people can't depend on you |
| 5 the opposite of honest | 10 the opposite of weak |

- 4 Decide if the adjectives in 3 are positive or negative qualities.



Listening

5 Look at the pictures of four candidates for a sales job. Discuss with a partner what impression they make on you. Try to use the adjectives from 3.



Charlie



Brigitta



Didier



Sheryl

6 1.1 Listen to the beginning of each candidate's interview. Answer the questions. Did your first impressions change when you heard them speak? Who do you think will get the job? Why?

- 1 What experience does Charlie have?
- 2 How long has Brigitta been in London?
- 3 What hasn't Didier done for the last year or so?
- 4 What has Sheryl just come back from doing?
- 5 What did Sheryl do when she was in Ibiza?

Grammar

7 Match the answers to 6 with the uses of the present perfect and past simple.



Present perfect

Use the present perfect when an action is linked to the present in some way: it is still true or relevant now.

- To talk about the recent past (e.g. with *recently* or *just*):¹.
- To talk about general experiences in life up to now (e.g. with *ever/never*):².
- To talk about the duration of actions that began in the past and are still happening now (e.g. with *since* and *for*): and³.

NB For completed actions in the past if you know when they occurred, use the past simple:⁴.

»» GRAMMAR REFERENCE PAGE 109

Speaking

8 Use the prompts to make questions in the present perfect and past simple. Then interview your partner.

- 1 how long / you / be / present job/course? when / start?
- 2 tell me about someone / always / want / meet
- 3 you / ever / wear / the wrong clothes for something? you / be / too smart / too scruffy?
- 4 tell me about someone / make good or bad impression / on you / recently why?
- 5 how long / have / favourite pair of shoes? where / when / buy them?
what impression / you think / they make on people?

Start up

- 1 Look at the pictures. With a partner, think of an 'opening gambit' (a way of starting a conversation) for each situation. What would be good subjects to talk about?



Listening

- 2 1.2 Listen to five short conversations. Where are the speakers? Match them with situations a–e in 1.

- 3 Listen again. Complete the phrase the speaker uses a) as an opening gambit, to start the conversation and b) to keep it going. Use three words in each case.

- 1 a So what of that last speaker?
b Speaking of which, a coffee? Can I get you one?
- 2 a Excuse me. if they said anything about arrival times in the last announcement?
b Madrid at all?
- 3 a these dumplings, Kasia?
b So, is this to Seoul?
- 4 a How, Rafael? I heard you guys got in really late last night.
b What was in Buenos Aires when you left?
- 5 a So, do you, Sergio?
b What kind of music ?

Fluency

- 4 1.3 English is a 'stress-timed' language. This means that in spoken English, we stress the main syllable of the most important words in a sentence and say the other words more quickly. Listen and underline the stressed words in each sentence. Then listen again and repeat.

- 1 Do you fancy a drink?
- 2 Black with two sugars, please.
- 3 Could you pass me the water, please?
- 4 We were delayed for three hours in New York.
- 5 So, do you come here often?

Speaking

- 5 Work with a partner. Take turns to start the conversation in situations 1–4 with an appropriate opening gambit from 3. Continue the conversation with four or five exchanges. Use the topics in the box for ideas.

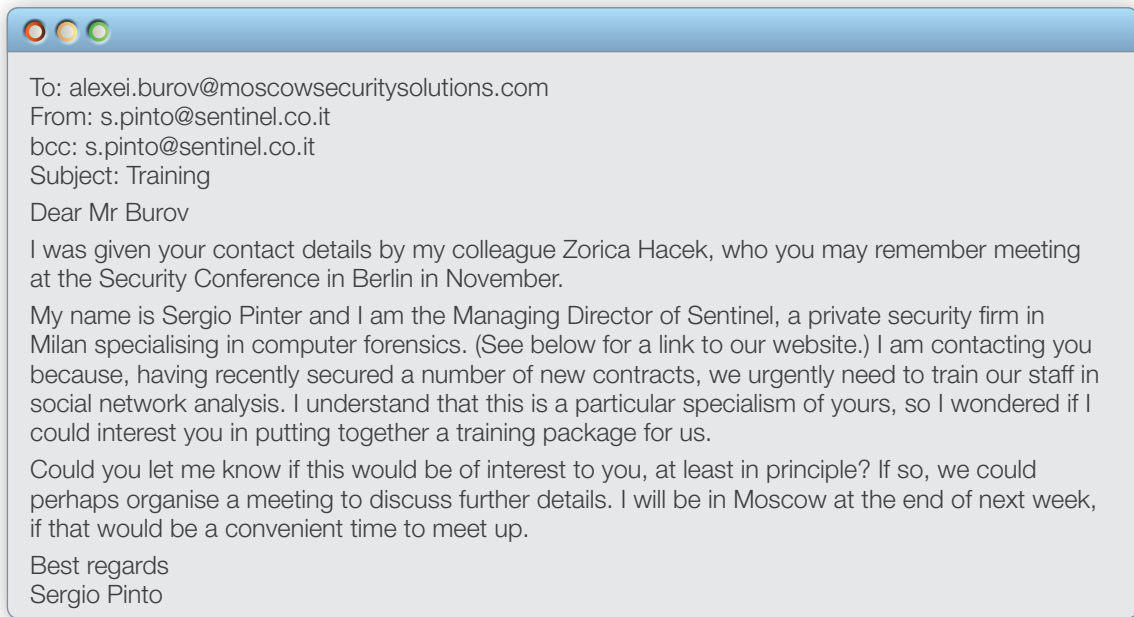
food/drink recent news sport the event the weather travel work

- 1 having dinner in a restaurant in New York
- 2 sitting in a meeting room early in the morning at a breakfast meeting
- 3 afternoon coffee break at a conference in London
- 4 waiting for flight announcements at Dubai airport

Reading

6 Read an email from Sergio Pinto in Italy introducing himself to Alexei Burov in Moscow.

- 1 What opening gambit does he use to introduce himself?
- 2 What is Sergei's job?
- 3 What does he want from Alexei Burov, and why?



7 Based on Sergio's email, complete the information for how to introduce yourself in a business email. Use the words in the box and choose *Do* or *Don't* at the beginning of each phrase.

attachment contacting faithfully first names position purpose save

Do/Don't	use ¹ in your initial contact email. It is better to begin 'Dear Mr/Mr/Ms', etc.
Do/Don't	write the ² of the email in the subject line.
Do/Don't	explain the reason you are writing the email in the first few lines. Use phrases such as 'I am ³ you regarding ...' or 'I am writing in response to ...'.
Do/Don't	give lots of detail in the body of the email. Keep it short and to the point and send extra information as an ⁴ .
Do/Don't	introduce yourself based upon your ⁵ in the company, e.g. 'I'm the Sales Director at ...'.
Do/Don't	sign off with your first name. Give your full name and job title. Use 'Yours sincerely' if you know the name of the person you are writing to or 'Yours ⁶ ' if you don't.
Do/Don't	forget to ⁷ a copy of any business emails you send.

Writing

8 You're looking to move on from your present job and a friend has given you the contact details of a headhunter (recruitment agent) in your industry called Alannah Price (alannah.price@headhunters.com). Your friend met Alannah at a conference in Hong Kong last month. Write an email to introduce yourself.

- 1 Explain that you want to move on and are looking for new opportunities. You understand that Alannah might be able to put you in touch with people who have openings available.
- 2 Attach your CV with details of your qualifications and experience.
- 3 Say you would be happy to meet her for an initial interview or discussion at her convenience. Mention you will be in London next month.

Scenario: The right judges

- 1 Read about the Arbour Prize for adult fiction. Answer the questions.
 - 1 Why did Arbour House consider stopping the prize?
 - 2 Who are the new sponsors of the prize?
 - 3 How many judges are there on the panel?

The Arbour House Prize



The Arbour House Prize is an important literary prize awarded every two years. The prize generates a lot of publicity and revenue for Arbour House, the sponsoring publishers, but recently the company has been finding it difficult to finance it. Fortunately, a wealthy pharmaceuticals company, Garner Pharmaceuticals, has agreed to become the main sponsor. However, this is on the condition that Sir James Garner, the owner of the company, is on the panel of judges. He is a powerful man and has very clear opinions about what he likes and doesn't like. Arbour House need to find two more judges to complete the panel. They should be authors who will get on with Sir James, but who are also strong enough to stand up to him and disagree with him when necessary.

- 2 Work with a partner. Read about these authors. Student A, look at page 97. Student B, look at page 102. Use the prompts to ask and answer questions about the authors.
 - 1 What kind of books / write?
 - 2 How many books / write?
 - 3 How long / be / Arbour House author?
 - 4 Write anything / recently?



Jo-Jo Heinz



Billy Jansen



Selina Edgely



Amrit Singh



Delia Lane



Fabyan Jackson

- 3 Discuss with your partner how suitable you think each author would be as a judge. For each person, list reasons for and against inviting them to be on the panel.

Name	For	Against
Jo-Jo Heinz		
Billy Jansen		
Selina Edgely		
Amrit Singh		
Delia Lane		
Fabyan Jackson		

- 4 1.4 You're at the London Book Festival with some of your colleagues. Listen to two conversations about what has happened so far. Tick (✓) the authors whose names are mentioned.

Jo-Jo Heinz Billy Jansen Selina Edgely
 Amrit Singh Delia Lane Fabyan Jackson

- 5 Listen again and make notes to help you answer the questions.

- 1 Based on what you have heard, are there any authors who you think should not be judges? Which ones? Why?
- 2 Who's Liz-Anne de Grey? How is she similar to Sir James?
- 3 Make a new list of candidates to be judges. Is there anyone you want to add? Aim for a shortlist of four authors.

- 6 It's time to approach the authors on your shortlist. Work with a partner. Take turns to have conversations with the authors. Try to find out if they would like to be a judge, but don't be too direct.

- 1 Look at the role cards below. Strike up a conversation using the place/situation where you meet as an opening gambit.
- 2 Ask if the author has noticed any new talented writers. Mention the Arbour House Prize and say you are looking for special people to join the judges' panel.
- 3 Promise to get in touch with him/her when you return to the office and move on. (Use expressions like: *Well, it's been nice talking to you ... Is that the time already? I'm afraid I should be going.*)



STUDENT A

- 1 Strike up a conversation with Amrit Singh while you are both admiring the flower arrangements. You have met him once before – at a cricket match two years ago. Now strike up a conversation with Liz-Anne de Grey while you are both waiting to collect your coats from the cloakroom. You've never met her before, but have just read her latest novel *The Grey Queen*.
- 2 Now look at page 97 and use the information to take the part of the two authors when Student B tries to talk to them.

STUDENT B

- 1 Look at page 102 and use the information to take the part of the two authors when Student A tries to talk to them.
- 2 Now, find the authors you need to talk to. Strike up a conversation with Jo-Jo Heinz while you are both trying to order coffee in the very crowded bar. You have met her once before at a party last Christmas. Now strike up a conversation with Delia Lane after you have both been listening to an acceptance speech for a prize.

- 7 With your partner, decide which two authors you will invite to be judges for the next Arbour House Prize.

- 1 Take into account the conversations you have just had and your notes from 3. There isn't an ideal solution so it's up to you to weigh up the advantages and disadvantages of those who are available.
- 2 Compose a short formal email to each author following up your conversation at the book fair and invite them to join the interview panel.