

Getting started

What do you know about your company?



History?

Scale?

Products?

location?

Take 1 minute to speak up using the expressions you've learnt in the recorded class!

Level 5



Unit 1 Companies

Lesson 1 Talking about what companies do

Oral practice

Think about the details of your company. Try to make an introduction about it, using prompt words in the brackets.

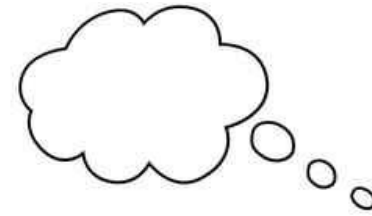


*Ready?
Here we go!*

Oral practice

When did your company start its business?

It ... (set up / found) in ...

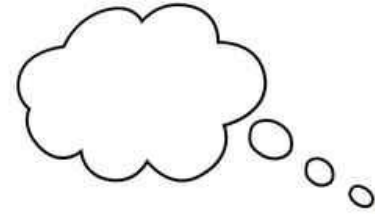


Oral practice

Is it an international company? Where is its head office?

*Or: It's based in ...
/ It operates in...*

*Its head office/headquarters
is in ...*



Oral practice

How many employees are there in your company?

It has ... employees.



Oral practice

Is it a production-based or service-based company?

*Or: It provides/
offers ...*

It makes/ produces ...



Oral practice

What were your annual sales last year?

It has sales of ...



Real talk

Talk about these two companies using the phrases you've learned.

	<i>Samsung</i>	<i>Unilever</i>
<i>set up in</i>	<i>1938</i>	<i>1929</i>
<i>head office</i>	<i>Korea</i>	<i>Britain</i>
<i>annual sales</i>	<i>\$178.55 billion</i>	<i>\$40 billion</i>
<i>employees</i>	<i>236, 000</i>	<i>300, 000</i>
<i>products</i>	<i>electronic things</i>	<i>consumer goods</i>

Talking points

Why do employees need to know the company's detailed information?



Summary

Congratulations on the progress you've made today!
Now, you can:

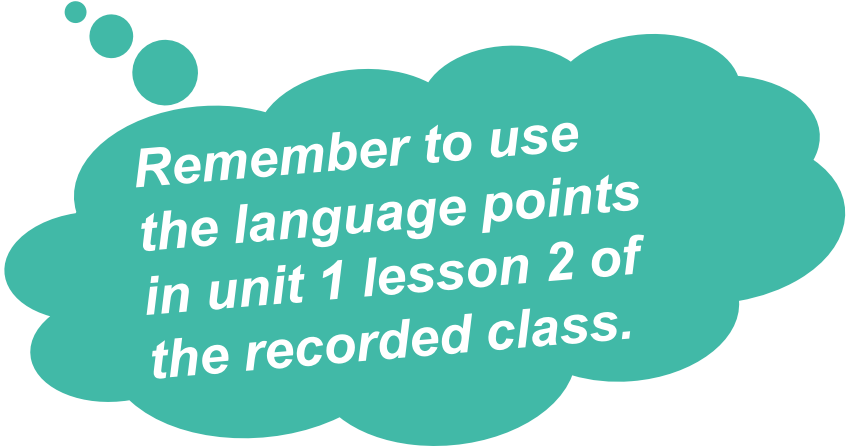
talk about what companies do

<i>history</i>	<i>location</i>	<i>scale</i>	<i>products & services</i>
<ul style="list-style-type: none">• <i>It was set up in ...</i>	<ul style="list-style-type: none">• <i>It is based in ...</i>• <i>It operates in...</i>	<ul style="list-style-type: none">• <i>It has... employees.</i>• <i>It has sales of...</i>	<ul style="list-style-type: none">• <i>It makes/ produces...</i>• <i>It provides/ offers...</i>

Preview

In the next class, we'll learn how to ask about what companies do.

Homework: Prepare a conversation of asking about a company's information during this week.



*Remember to use
the language points
in unit 1 lesson 2 of
the recorded class.*

Getting started

Talk about your girlfriend's / boyfriend's company.



History?

Scale?

Products?

location?

Take 1 minute to speak up using the expressions you've learnt in the recorded class!

Level 5



Unit 1 Companies

Lesson 2 Asking about what companies do

Oral practice

Suppose I'm newly hired by Michelin. Do you want to know the details of the renowned company? Feel free to shoot your questions.



*Ready?
Here we go!*

Oral practice

History



*How old ... company?/
When ... set up?*

It's set up in 1889.



Oral practice

Location



Where ... its headquarters?

It's based in France.



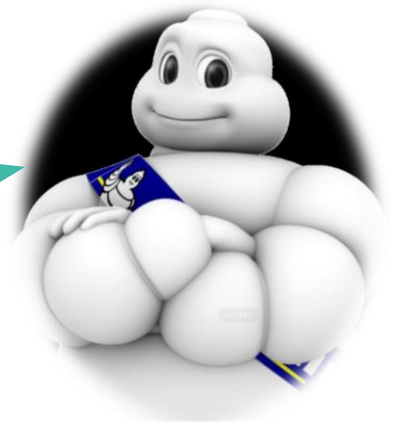
Oral practice

Scale



*How many ... employ?
What ... annual sales?*

*It has 125,000 employees all
around the world. Its annual
sales is \$20.2 billion.*



Oral practice

Products & services



What products ... company ... specialize in?

It mainly produces tires.



Real talk

Are you able to asking about what companies do? Let's check!

Suppose I'm your potential business partner, and you'd like to know the detailed information of my company. Let's have a conversation.



History?

Scale?

Products?

location?

Talking points

Is there any other information you'd like to ask about a company?

What are they?

salary?

...

development?

working hours?



Summary

Congratulations on the progress you've made today!
Now, you can:

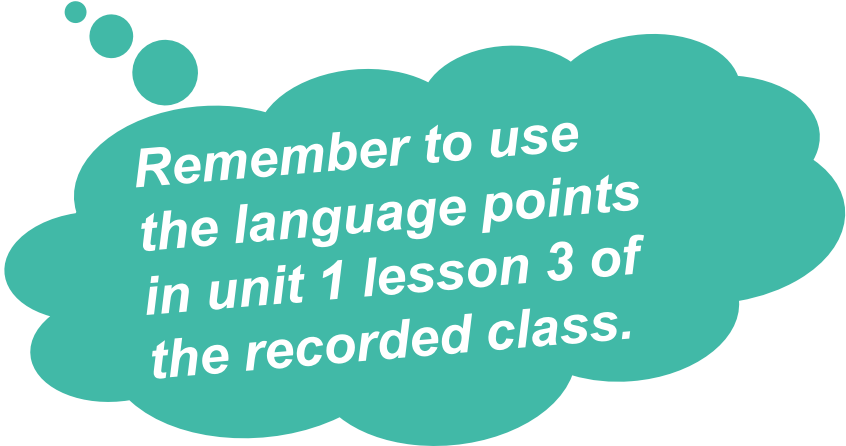
ask about what companies do

<i>history</i>	<i>location</i>	<i>scale</i>	<i>products & services</i>
<ul style="list-style-type: none"><i>When was it set up?</i><i>How old is the company?</i>	<ul style="list-style-type: none"><i>Where is its head office?</i><i>Where does it base in?</i>	<ul style="list-style-type: none"><i>How many people does it employ?</i><i>What is its annual sales?</i>	<ul style="list-style-type: none"><i>What does it make/produce?</i><i>What does it provide/offer?</i><i>What does it specialize in?</i>

Preview

In the next class, we'll learn how to make polite request.

Homework: Prepare a conversation of making and responding to polite requests during this week.



*Remember to use
the language points
in unit 1 lesson 3 of
the recorded class.*

Getting started

Design a conversation about making and responding to polite requests. Take 1 minute to tell me your conversation script.



How's your self check? let's make progress by practice!

Level 5



Unit 1 Companies

Lesson 3 Make and respond to polite requests

Oral practice

I'm unhappy with my workload, what should I do? Give me some suggestions using the prompts below.

My boss pressures me to do much more work than that I can handle!



- *Can you...?*
- *Maybe you should/could...*

Oral practice

I think your suggestions are of great help, but how should I make requests more politely?



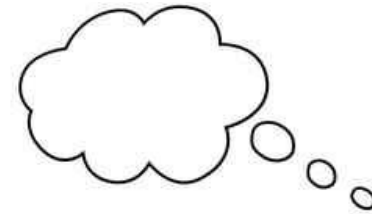
*useful
expressions*

- *Could I ...?*
- *Would I ...?*

Oral practice

Imagine what would your boss say to accept or reject the polite requests that you've just made?

Accept	Reject
<ul style="list-style-type: none"><i>Yes. / Fine. / OK.</i><i>Sure./ Of course.</i>	<ul style="list-style-type: none"><i>Sorry, but...</i><i>I'm afraid ...</i>



Real talk

Over to you!

Let's take turns to make and respond to requests, using verbs in brackets.

1. I want your telephone number. (have)

2. I don't understand you. (speak more slowly)

3. I need your signature on this document. (sign)

4. I don't have time to speak to you now. (talk later)

Talking point

- *Do you often make requests at work? What for?*
- *If your request is rejected by your boss, what would you do? Would you stick to it or compromise?*



Summary

Congratulations on the progress you've made today!

Now, you can:

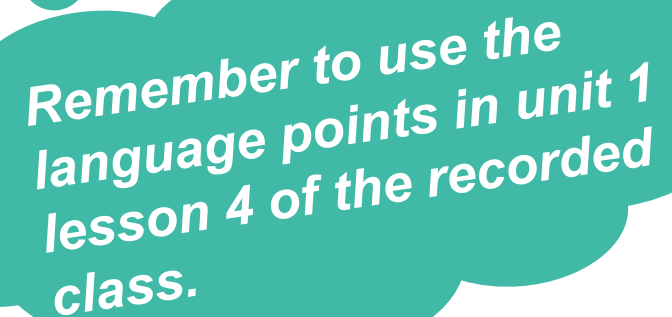
make and respond to polite requests

<i>Make requests</i>	<i>Accept requests</i>	<i>Reject requests</i>
<ul style="list-style-type: none"><i>Could I speak to you?</i><i>Would you sign your name on the visitors' book?</i>	<ul style="list-style-type: none"><i>Yes. / Fine. / OK.</i><i>Sure./ Of course.</i>	<ul style="list-style-type: none"><i>Sorry, but...</i><i>I'm afraid ...</i>

Preview

In the next class, we'll learn how to introduce yourself and others.

Homework: Think about a scenario that you would introduce yourself and a friend to others during this week.



Remember to use the language points in unit 1 lesson 4 of the recorded class.

Getting started

How would you introduce yourself in these two scenarios?

Take 1 minute to speak up
using the expressions
you've learnt in the
recorded class!



Cocktail party?



Business conference?

Level 5



Unit 1 Companies

Lesson 4 Introducing yourself and others

Oral practice

Did you attend any business networking event? Suppose that you and I meet in such event for the first time. Make a conversation using the expressions in the brackets.



Ready?
Here we go!

Oral practice

Introducing yourself

Can I ... (introduce oneself)?

We could also say:

My name's/ I'm ...



Oral practice

Responding



How do you do?

We could also say:

Nice ... (meet) you!

Oral practice

Asking about your partner

What's your (name, company, job title...)?

We could also say:

What about you?



Oral practice

Introducing others

If you're not alone, what would you say to introduce him/her?

Can I introduce you to ...?

We could also say:

This is ...



Oral practice

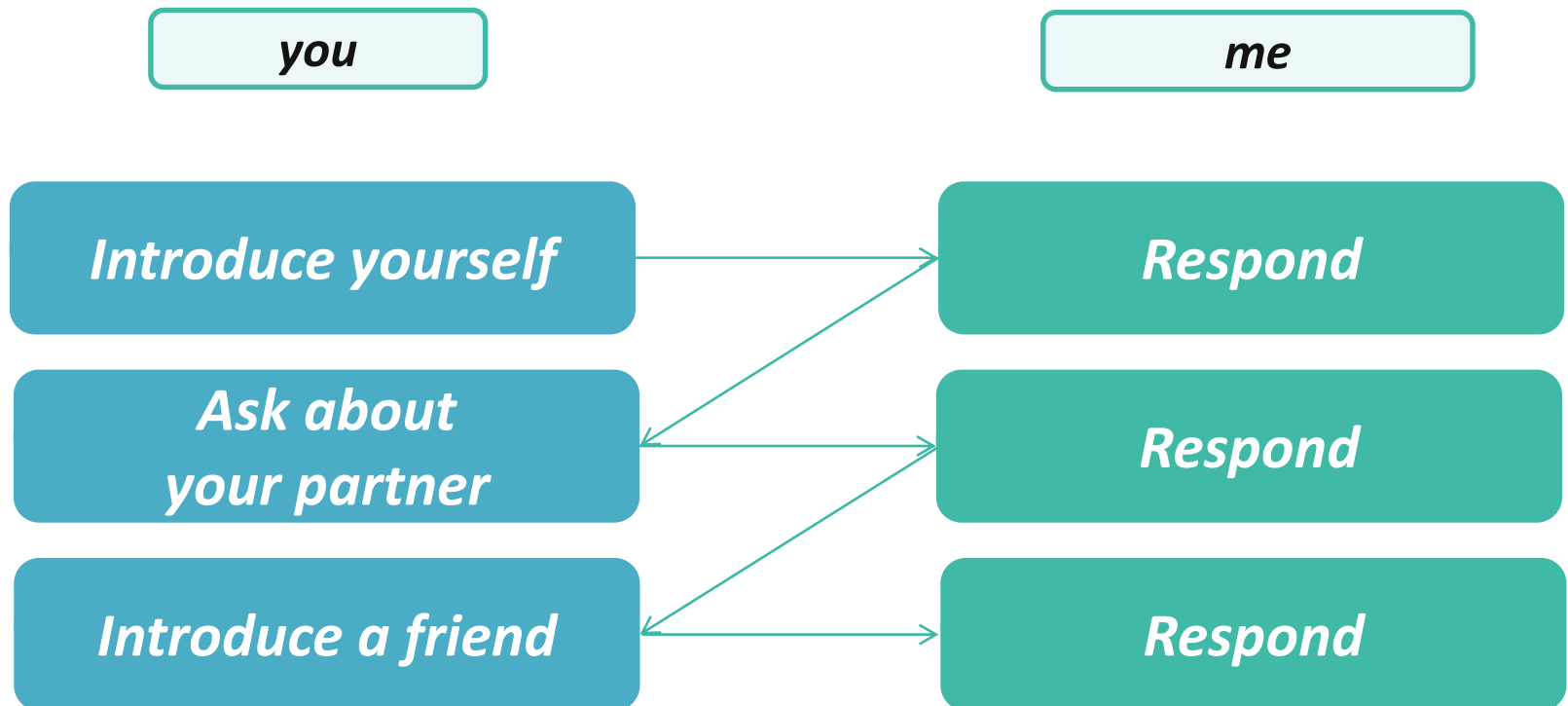
*Now, are you able to introduce yourself and others with these expressions?
Go through the form quickly, and then we'll have a check!*

	Formal	Informal
<i>Introducing yourself</i>	<i>Can I introduce myself?</i>	<i>My name's/ I'm...</i>
<i>Responding</i>	<i>How do you do?</i>	<i>Nice to meet you. Nice meeting you.</i>
<i>Asking about your partner</i>	<i>What's your name? What do you do? Who do you work for?</i>	<i>What about you?</i>
<i>Introducing others</i>	<i>Can I introduce you to...?</i>	<i>This is...</i>

Ready?
Here we go!

Role play

Suppose that we meet at a friends' wedding party for the first time. You are with your boyfriend/girlfriend. Let's start making the conversation according to the flowchart.



Role play

Suppose that you and me meet at an international car show. Please make a conversation by asking and answering questions about the information given below.



You

*Name: (your name)
Nationality: Canada
Living place: Toronto
Company/Job: Bos, an advertising company
Reasons for being here: Honda is my client.*

I

*Name: (My name)
Nationality: Switzerland
Living place: Czech Republic
Company/job: A teacher of Greek literature
Reasons for being here: My wife works for BMW.*

Talking point

What information would you like to give to others when introducing yourself? Why and why not?

name

family members

marital status

hobbies

job



Summary

Congratulations on the progress you've made today!

Now, you can:

Introduce yourself and others

<i>Introducing yourself</i>	<i>Responding</i>	<i>Asking about a person / job / company</i>	<i>Introducing others</i>
<ul style="list-style-type: none"><i>• Can I introduce myself?</i><i>• My name's ...</i>	<ul style="list-style-type: none"><i>• Nice to meet you.</i><i>• How do you do?</i><i>• Nice meeting you, too.</i>	<ul style="list-style-type: none"><i>• What's your name?</i><i>• What do you do?</i><i>• Who(What company) do you work for?</i>	<ul style="list-style-type: none"><i>• Can I introduce you to...?</i><i>• This is...</i>