



INTRODUCTIONS



Scan to review worksheet

Expemo code:
19G6-SXA4-2XV

1

Introducing yourself

Study the following dialogue

Susan Clarke: Can I introduce myself? My name is Susan Clarke.

Alexander Strauss: Hello Susan. I'm Alexander Strauss.

Susan Clarke: Pleased to meet you, Mr. Strauss. So, what do you do for a living?

Alexander Strauss: I'm a movie producer.

Susan Clarke: Really? That sounds interesting.

Introduce yourself to the person next to you in a similar way. Use your real name and job.





2 Introducing other people

Listen and complete the dialogue between host, coworker and visitor.

Daniel Goldman: Susan, I'd like _____ meet Miles Henderson from Simtech Ltd.
Susan Clarke: Hi, nice to meet you Mr. Henderson.
Miles Henderson: Pleased _____ you. So what do you do here?
Susan Clarke: I'm _____ charge _____ our HR department. And you?
Miles Henderson: I'm responsible _____ sales and marketing.
Daniel Goldman: Is _____ your first visit _____ Boston, Mr. Henderson?
Miles Henderson: No, actually, I've been here four times already.
Daniel Goldman: Really? On vacation or business?
Miles Henderson: Mostly business.
Daniel Goldman: How long _____ for your company?
Miles Henderson: Oh, I've been with Simtech for almost five years now. How about you? When did you _____ your company?
Daniel Goldman: I started working for Xcel Systems about 10 years ago.

Audio



3 Useful expressions

Look at the following expressions from the dialogues. Put each expression in the correct category.

Can I introduce myself? My name is ...
I'd like you to meet ...
I'm responsible for ...
Nice to meet you.
Really?
What do you do for a living?

How long have you been working for ..?
I'm in charge of ...
Is this your first visit to ...?
Pleased to meet you.
That sounds interesting.
When did you join your company?

Introducing yourself: _____
Greeting somebody: _____
Introducing a coworker: _____
Making small talk: _____
Talking about your job: _____
Showing interest: _____



Now add the following expressions to the categories:

I'd like to introduce you to...

Hello, I'm ...

I work in accounts.

4

Small talk

When you meet someone for the first time, you usually make 'small talk' to get to know the person better. Match the questions below on the left with the replies on the right. Listen to check your answers.

Audio



- | | |
|--------------------------------------|---|
| 1. How was the weather in Madrid? | a. Actually, the flight was delayed by 4 hours because of fog. Then we were stuck in traffic for another 3 hours! |
| 2. How long are you here for? | b. Just two days. I arrived on Monday. |
| 3. What do you think of our city? | c. Nice and sunny. |
| 4. How long have you been in Boston? | d. So far, very impressive. |
| 5. Did you have a good trip? | e. Until the end of the week. |

5

Role play

Walk around and introduce yourself to other people, and introduce other people to each other. Make small talk and try to show interest in other students' comments.



Transcripts

2. Introducing other people

Daniel Goldman: Susan, I'd like you to meet Miles Henderson from Simtech Ltd.

Susan Clarke: Hi, nice to meet you Mr. Henderson.

Miles Henderson: Pleased to meet you. So what do you do here?

Susan Clarke: I'm in charge of our HR department. And you?

Miles Henderson: I'm responsible for sales and marketing.

Daniel Goldman: Is this your first visit to Boston, Mr. Henderson?

Miles Henderson: No, actually, I've been here four times already.

Daniel Goldman: Really? On vacation or business?

Miles Henderson: Mostly business.

Daniel Goldman: How long have you been working for your company?

Miles Henderson: Oh, I've been with Simtech for almost five years now. How about you? When did you join your company?

Daniel Goldman: I started working for Xcel Systems about 10 years ago.



Key

2. Introducing other people

Play the audio file or use your mobile device to scan the QR code (make sure you have installed a QR code reader app and can access the internet on your device).

1. you to
2. to meet
3. in
4. of
5. for
6. this
7. to
8. have you been working
9. join

3. Useful expressions

INTRODUCING YOURSELF: Can I introduce myself? My name is ...; Hello, I'm ...

GREETING SOMEBODY: Pleased to meet you; Nice to meet you.

INTRODUCING A COWORKER: I'd like you to meet...; I'd like to introduce you to ...

MAKING SMALL TALK: What do you do for a living? Is this your first visit to...? How long have you been working for ...? When did you join your company?

TALKING ABOUT YOUR JOB: I'm responsible for...; I'm in charge of ...; I work in accounts.

SHOWING INTEREST: Really? That sounds interesting.

4. Small talk

1. c
2. e
3. d
4. b
5. a

Point out the use of the present perfect ('have you been') in question 4 to refer to a period of time that began in the past and continues to the present and have the students compare this structure with question 2 'How long are you here for?' (= 'How long are you staying here?' / 'How long do you intend to stay here?'). Ask the students to find two more examples of the present perfect in the dialogue in Exercise 3: 'I've been here four times already' (present perfect simple), 'How long have you been working for your company?' (present perfect continuous).

Play the audio file or use your mobile device to scan the QR code.



COMPANY AND JOB



Scan to review worksheet

Expemo code:
19G6-PXDH-727

1

Key words

Match the terms on the left with the definitions on the right:

- | | |
|------------------------------|--|
| 1. founder | a. a large company that does business in several different countries |
| 2. annual turnover | b. a part of a company that is owned by a person or by other company |
| 3. shareholding | c. a person who establishes an organization |
| 4. subsidiary | d. a smaller company that is owned by another bigger company |
| 5. division | e. one of the sectors or groups in a business or organization |
| 6. multinational corporation | f. the amount of business that a company does in one year |





2 Describing a company

Listen to a description of the Toyota Motor Corporation and complete the profile below.

Audio



Company	Toyota Motor Corporation
Headquarters	
Founder	Kiichiro Toyoda
Year founded	
Year of expansion to U.S.	
Employees	
Subsidiaries	
Turnover (2018)	
Brands owned	Lexus, Scion
Shareholdings	Daihatsu Motors, Isuzu Motors and Yamaha Motors

Now listen to a description of Inditex S.A. and complete the profile:

Audio



Company	Inditex SA
Headquarters	Spain
Founder	Amancio Ortega Gaona
Year founded	
Employees	
Number of stores	
Brands owned	Zara, Pull and Bear, Massimo Dutti, Oysho and Stradivarius
Profit (2018)	



3

Useful expressions

Study the following expressions used for describing a company. Listen to the recordings again and check the ones that you hear:

Headquarters

...is headquartered in... *...is based in...*

History

...was founded in/by... *...was established in...*

Employees

... has a workforce of ... people *... employs ... people*

Size

... operates ... subsidiaries

...has shareholdings in ...

... has a ... percent stake in ...

...runs ... stores worldwide

Market position

...is currently the world's largest...

...is the biggest ... in the world

...is one of the largest companies in ...

...has a ... percent market share

Financial results

...achieved an annual turnover of... *...made a profit of...*

Study some more expressions for describing a company:

Competitors

Our main competitors are...

Customers/clients

Products: Our main customers are/include...

Services: Our main clients are/include...

Products

We produce/manufacture ...

Services

We provide/offer ...

Now describe your company, providing information about head office location, products/services, number of employees, customers/clients, competitors, and financial information.



4

Describing your job

Video 1



Video 2



Video 3



Now listen to three employees of an IT distribution company, Xcel Systems. Complete their profiles.

	Anthony Smart	Daniel Goldman	Susan Clarke
Position:		Managing director	
Responsibilities:			
Enjoys:			
Doesn't enjoy			

Audio 1



Audio 2



Audio 3



5

Useful expressions

Complete the sentences from the recordings. Then, describe your job to your partner.

charge enjoy find job most part quite responsibilities responsible what

I'm _____ for *cash flow/credit control/managing projects*..

I'm in _____ of *developing the company's long-term strategy*.

My _____ include *recruiting new employees and organizing training for company staff*..

It's also my _____ to *improve the company's working conditions*.

On the whole, I _____ my work.

What I like _____ about my work is *the responsibility, the challenge, and of course the salary*.

I _____ my work *very interesting*.

One task I don't _____ like is *chasing money from late payers*.

The _____ I don't really like is *the long hours*.

_____ I don't like so much is *when I have to deal with a difficult employee*.



Transcripts

2. Describing a company

Toyota

Toyota Motor Corporation is a multinational corporation headquartered in Japan and is currently the World's second-largest automotive manufacturer. It achieved an annual turnover of over \$270 billion in 2018. In 1937, Toyota was founded by Kiichiro Toyoda as an independent company dedicated to the production of automobiles. In 1957, the manufacturer exported the first Japanese car to the United States, and established American and Brazilian divisions. The company expanded in the 1960s with a new research and development facility and established a worldwide presence by the 1970s. Today, the company owns the brands Lexus and Scion and has shareholdings in Daihatsu Motors, Isuzu Motors, and Yamaha Motors. It operates 608 subsidiaries and has a workforce of over 370,000 people.

Inditex

Inditex is the biggest fashion group and clothing retailer in the world. The company owns well-known brands such as Zara, Pull and Bear, Massimo Dutti, Oysho and Stradivarius. Inditex was founded in Spain in 1975. Its founder, Amancio Ortega Gaona, is the richest man in Spain and one of the richest men in the world. Today, the group runs over 7,420 retail stores worldwide and employs over 174,000 people. Inditex designs and manufactures almost everything by itself and new designs are delivered twice a week to Zara stores around the world. This adds up to more than 10 thousand new designs each year! In 2018, Inditex made a profit of 3.4 billion euros.

4. Describing your job

Anthony Smart

My name's Anthony Smart. I'm the chief accountant for Xcel Systems. I'm responsible for cash flow, credit control, preparing financial statements, accounting reports, and so on. On the whole, I enjoy my work - I've always enjoyed working with numbers. I also like the company culture and the people here at Xcel - it's a very friendly and supportive work environment. One task I don't quite like is chasing money from late payers. That can be rather unpleasant sometimes.

**Daniel Goldman**

My name's Daniel Goldman and I'm the managing director of Xcel Systems. I'm responsible for the day-to-day running of the business including managing projects, organizing people's work, dealing with suppliers, and important customers. I'm also in charge of developing the company's long-term strategy. What I like most about my work is the responsibility, the challenge, and of course the salary. I also really enjoy motivating and inspiring other people to achieve their goals and develop the company. The part I don't really like is the long hours. It's not uncommon for me to spend 12 hours in the office, which doesn't leave me much time for my family. On top of that, my job can get pretty stressful at times, especially when we have problems with our suppliers.

Susan Clarke

My name is Susan Clarke. I work for Xcel Systems as a human resources manager. My responsibilities include recruiting new employees and organizing training for company staff. It's also my job to improve the company's working conditions. I find my work very interesting mainly because I enjoy working with people. It's also very satisfying to see employees improve and develop their skills because of initiatives that I have put into practice. What I don't like so much is when I have to deal with a difficult employee - for example, somebody who is habitually late, takes too many days off, or doesn't meet deadlines. That can be rather stressful. But luckily, it doesn't happen too often.



Key

1. Key words

1. c 2. f 3. b 4. d 5. e 6. a

2. Describing a company

Play the audio files or use your mobile device to scan the QR codes (make sure you have installed a QR code reader app and can access the internet on your device).

Toyota

Headquarters: Japan

Year founded: 1937

Year of expansion to US: 1957

Employees: 370,000

Subsidiaries: 608

Turnover (2018): \$270 billion

Inditex

Year founded: 1975

Number of stores: over 7,420

Employees: over 174,000

Profit (2018): €3.4 billion

3. Useful expressions

...was founded in/by...

...is headquartered in...

... has a workforce of ... people

... employs ... people

... operates ... subsidiaries

...has shareholdings in ...

...runs ... stores worldwide

...is the biggest ... in the world

...achieved an annual turnover of...

...made a profit of..

4. Describing your job

Play the audio files or use your mobile device to scan the QR codes. Pre-teach difficult vocabulary from the recordings, e.g. credit control, chasing money, challenge, long hours, initiatives.

Anthony Smart

Position: chief accountant

Responsibilities: cash flow, preparing financial statements, credit control

Enjoys: working with numbers, company culture, people, work environment

Doesn't enjoy: chasing money from late payers



Daniel Goldman

Position: managing director

Responsibilities: day-to-day running of the business, managing projects, organizing work, dealing with suppliers and important customers, developing the company's long-term strategy

Enjoys: responsibility, challenge, salary, motivating/inspiring people

Doesn't enjoy: long hours, stress

Susan Clarke

Position: HR manager

Responsibilities: recruiting, organizing training, improving company working conditions

Enjoys: working with people, seeing employees improve and develop their skills

Doesn't enjoy: dealing with difficult employees

5. Useful expressions

- | | | | | |
|----------------|-----------|---------------------|---------|----------|
| 1. responsible | 2. charge | 3. responsibilities | 4. job | 5. enjoy |
| 6. most | 7. find | 8. quite | 9. part | 10. what |



BIRTH OR UPBRINGING



Scan to review worksheet

Expemo code:
19G6-XXBS-MH5

1

Warm up

How might the following factors influence a person's career choice in your country:

- | | |
|---|---|
| <input type="checkbox"/> access to education | <input type="checkbox"/> career choices of family members |
| <input type="checkbox"/> career advice received at school | <input type="checkbox"/> personality |
| <input type="checkbox"/> gender | <input type="checkbox"/> religion or culture |

1. Would your answer have been different 20 years ago? What about 50 years ago?
2. Can you think of any other factors that could affect career choice?
3. Are there jobs that are only for women or only for men?
4. How many jobs do you think you'll have in your life?
5. Are there any jobs you would refuse to do, regardless of the pay?





2 Vocabulary

Part A: Match the following words to their correct definitions.

- | | |
|-------------------------|---|
| 1. trait (noun) | a. a new plan for achieving a particular purpose |
| 2. genetic (adj) | b. a particular quality in your personality |
| 3. upbringing (noun) | c. the quality that makes you continue trying to do something even when this is difficult |
| 4. nurture (verb) | d. the way in which a child is cared for and taught how to behave while it is growing up |
| 5. aptitude (noun) | e. a person who makes money by starting or running businesses |
| 6. entrepreneur (noun) | f. to care for and protect somebody (or something) while they are growing and developing |
| 7. determination (noun) | g. natural ability or skill |
| 8. initiative (noun) | h. connected with units inside a cell of a living thing that have been passed on from its parents |

Part B: Choose the correct word from part A to fill in the blanks.

- A personality _____ can be positive or negative.
- Some people demonstrate an _____ for learning languages from a young age.
- The girl's medical problem was _____; her mother had the same disorder.
- Climbing the mountain was difficult, but he had a lot of _____, and eventually, he managed to reach the top.
- The employee showed _____ by suggesting a new way to display the products.
- It is important to _____ the plants carefully, or they may not survive.
- I had a very traditional _____, but nowadays I lead a less traditional lifestyle.
- An _____ must be prepared to take financial risks at times.



3 Reading for general idea

You are going to read an article about entrepreneurs (page 4). Check ✓ which of these subjects you think will be mentioned, then check your answers by quickly skimming the text.

- | | |
|--|---|
| <input type="checkbox"/> networking | <input type="checkbox"/> talent |
| <input type="checkbox"/> parents' salary | <input type="checkbox"/> college degree |
| <input type="checkbox"/> siblings (brothers and sisters) | <input type="checkbox"/> passion |

4 Reading comprehension

Read the sentences and decide if they are True, False, or Not given. Give reasons for your answers.

1. Kumar Arora thinks that to be a successful entrepreneur a person needs both natural ability and the right support.
2. Pharrell Williams started his first business when he was a child.
3. Nasrat Khalid eventually went back to Afghanistan.
4. Sandra Black's studies point out genetic differences between the firstborn child and later children in a family.
5. The studies showed that parents had less time to help younger children with their schoolwork.

5 Talking point

Read the questions and discuss.

1. What influenced your career choice?
2. Were you born with these traits, or did you develop them later?
3. Do you agree with Kumar Arora? Why or why not?
4. What do you think about the idea that birth order could influence career success?
5. Choose some character traits from the list below that you think you possess:

- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> confident | <input type="checkbox"/> hardworking |
| <input type="checkbox"/> ambitious | <input type="checkbox"/> creative |
| <input type="checkbox"/> sociable | <input type="checkbox"/> adaptable |
| <input type="checkbox"/> honest | <input type="checkbox"/> realistic |



What makes a successful entrepreneur?

Is it something you're born with or something you can learn?

1. Often called the "nature versus nurture" debate, the question of whether business success is due to personality traits we are born with, our upbringing, or a combination of both, is still being discussed today.
2. Data from a 2013 personality test by the Founders Institute supports the "nature" argument, pointing out three elements of a person's DNA which may contribute to business achievement. Businessman Kumar Arora agrees that possessing certain traits makes success more likely. However, being able to apply them in the right way and in the right setting is essential. To illustrate, he discusses how American record producer Pharrell Williams's passion for music led him to begin networking with other musicians from a young age. This passion, combined with his natural aptitude for business, grew into a determination to succeed. Ultimately, the key to his success was applying his skill in the "correct" way to the "correct" subject, in his case music.
3. On the other hand, Arora argues that nobody is born with all the traits necessary to be a good businessperson. Every entrepreneur has developed new qualities throughout their life and has had at least one experienced guide to provide advice and support. In other words, a little nurture is required too. Surrounding yourself with a strong network of successful people who care about your development provides the opportunity to share ideas, knowledge, and experience and will therefore improve your chances of doing well.
4. But what about upbringing during our younger years? Afghan entrepreneur Nasrat Khalid grew up as a refugee in Pakistan in the 1990s and taught himself computer coding from an early age. Although he probably had a natural talent for this subject, he was also strongly supported by his parents, who were active in the creation of schools for refugee families. He claims that even as a child he planned to return to Afghanistan and help his country connect to the rest of the world, which he later did. Perhaps Khalid's success is also the outcome of genetic ability combined with the right subject and support.
5. There may even be a link between career success and birth order (i.e., being the firstborn or a later child). Economics professor Sandra Black has examined this subject; one study showed firstborn children scored better on tests examining how outgoing and willing to show initiative they were. Her studies' results suggest differences between the upbringing of the first child and later children, rather than differences from birth. For example, parents are likely to help their first child more with schoolwork and punish them more for bad grades. The reasons are unclear though: did the parents have less time and energy for their later children, or were they just reacting to different personality traits?
6. Everybody has unique circumstances, so it's not easy to find a clear answer to the question of how birth and upbringing affect business success. What do you think? The debate looks set to continue!

Sources: forbes.com, businessinsider.com, aljazeera.com





6 Optional extension - modern entrepreneurs

Read the text about working in the 21st century and match the words in bold with their definitions below.

Many people in the business world no longer work in a company office with fixed hours. In recent years, there has been an increase in **remote working**, where employees can work from home. However, as working from home does not suit everyone, some choose **co-working**, which allows them to be with other people; these people may be **freelancing**, or perhaps employees of other companies. The rise of the internet has also led to new business opportunities. Many modern entrepreneurs have created online **start-ups**. Often these begin as a **side-hustle** alongside a more traditional job but can eventually become a person's main source of income. Those who are active on social media may even become an **influencer**.

Match the words from the text above (in bold) with their definitions:

1. _____ a person who influences potential buyers of a product or service by recommending it on social media
2. _____ a part-time job that a person does as well as their regular job
3. _____ a company that is just beginning to operate
4. _____ any type of work that doesn't have to be performed in a traditional company office
5. _____ workers of different companies or self-employed people share an office space, to share ideas and save money
6. _____ earning money by selling your work or services to several different organizations (rather than being employed by one particular organization)

In pairs answer these questions:

1. Do you follow any **influencers** on social media? Why / why not?
2. Do you know anyone who has a **start-up** business? Do they also have another job?
3. What are the impacts of **remote working** on other businesses (coffee shops, hotels, etc.)?
4. Have you ever tried **co-working**? If so, did you enjoy it? If not, would you like to try it?
5. What are the advantages and disadvantages of **freelancing**?



7 Additional task/homework

First, read this short biography of Jack Dorsey, a co-founder of Twitter.

American entrepreneur Jack Patrick Dorsey is the co-founder of Twitter and Square. Born in St Louis, Missouri in 1976, he left college before receiving his degree, deciding to go into business instead. Not long after, he set up a company called Obvious, which evolved into Twitter. Spotting a good business opportunity, he later created the financial services app Square, which allows people to receive credit card payments through a tiny device plugged in to their cell phone or computer. He continues to run these companies as CEO today. Dorsey believes that "everyone has an idea, but it's really about executing the idea and attracting other people to help you with the idea".

Draw lines to complete the expressions and match them to the correct definitions:

- 1. To set up a. a business opportunity i. to be in control of a company
2. To run b. a company ii. to start becoming involved in business in general
3. To go into c. a company iii. to start a company
4. To spot d. business iv. to see or notice a business opportunity

Look at the topics below and choose one. You should write about a 200-word paragraph.

A) Choose a successful entrepreneur and write a short biography about them. What traits do they possess? Did they need a lot of help to become successful?

B) Choose a job (or sector) and write about what a person needs to be successful in this job. Think about personality traits, education, and other factors.

Four horizontal lines for writing a paragraph.



Key

1. Warm up

5 mins.

Encourage students to consider all the different factors and think of more. Elicit some ideas and share with the class. Monitor and help if necessary.

2. Vocabulary

10 mins.

Encourage students to try to complete the exercise without using a dictionary. Ensure pronunciation of target vocabulary is correct.

Pronunciation notes:

Ensure that the last syllable is stressed in entrepreneur and that the fourth syllable is stressed in determination. Pay attention to the schwa sound in initiative, making sure it is only pronounced with four syllables /ɪ.nɪ.ʃə.tɪv/

- | | |
|---------|---------|
| 1. → b. | 2. → h. |
| 3. → d. | 4. → f. |
| 5. → g. | 6. → e. |
| 7. → c. | 8. → a. |

Part B

- | | | | |
|---------------|-------------|---------------|------------------|
| 1. trait | 2. aptitude | 3. genetic | 4. determination |
| 5. initiative | 6. nurture | 7. upbringing | 8. entrepreneur |

3. Reading for general idea

5 mins.

Students should be encouraged to skim through the article quickly, so a strict time limit should be set for this task.

- | | |
|-----------------------------------|-----------|
| ✓ networking | ✓ talent |
| ✓ siblings (brothers and sisters) | ✓ passion |

4. Reading comprehension

10 mins.

Students answer the questions individually and then check in pairs before whole class feedback. Encourage students to support their answers with evidence from the text.

- True - Nobody is born with all the traits necessary to be a good businessperson... a little nurture is required too.
- Not given.
- True - He planned to return to Afghanistan and help his country connect to the rest of the world, which he later did.
- False - Her studies' results suggest differences between the upbringing of the first child and later children, rather than differences from birth.
- False - The reasons are unclear though: did the parents have less time and energy for their later children, or were they just reacting to different personality traits?



5. Talking point

5-10 mins.

Students discuss their own experiences and the ideas contained in the article. Monitor and encourage debate. Check understanding of the character traits listed.

6. Optional extension - modern entrepreneurs

5-10 mins.

Students match the words to their descriptions then discuss the questions.

- | | | |
|-------------------|----------------|----------------|
| 1. influencer | 2. side-hustle | 3. start-up |
| 4. remote working | 5. co-working | 6. freelancing |

7. Additional task/homework

5-10 mins.

Ask students to read and do the task. Elicit answers.

<https://www.biography.com/business-figure/jack-dorsey>

1. → c. → iii.
2. → b. → i.
3. → d. → ii.
4. → a. → iv.