


- greet people and start a conversation

1 FUNCTIONAL LANGUAGE

A  1.06 Look at the pictures. What is the connection between the people? Listen to the conversations and match them to the pictures. Are you right?



1.06 Audio script

- 1 A Good morning! Are you Robert?
 B Yes, I am.
 A **Pleased to meet you.** I'm Julie, your coworker here.
 B **Great to meet you, too.**
 A I'm here to help. This is your desk, right here.
 B Oh, OK. This is a nice office.
 A **Do you know anybody here?**
 B No, I don't.

- 2 A Hey, Raquel!
 B Simon! **Long time, no see!** Please come in.
 A **Great to see you again!**
 B **It's really good to see you.**
 B Oh, here's Patrick! Patrick, meet Simon.
 A Hello, Patrick. **How do you know Raquel? Are you a friend of hers?**
 C I'm her husband.



B Complete the chart with expressions in **bold** from the conversations above.

Greeting someone for the first time	Greeting someone who you know	Starting conversations
Good morning. Are you (Robert)?	Long time, ³ _____ !	Do you ⁶ _____ anybody here?
Pleased to ¹ _____ .	⁴ _____ to see you again!	⁷ _____ do you know (Raquel)?
Great to meet you, ² _____ .	It's really ⁵ _____ to see you.	Are you a ⁸ _____ of hers / his / theirs?

C **PAIR WORK** Greet your partner. Now change partners. Imagine you don't know your new partner, and greet them.

2 REAL-WORLD STRATEGY

SHOWING INTEREST AND SURPRISE

You can use some common expressions to show interest and surprise.

Wow! Seriously?

Is it really? / Are you really?



- A 1.07 Read about showing interest and surprise in the box above. Use the expressions there to complete the conversation below. Listen to the full conversation and check.

A Do you know anybody here?

B No, I don't. I'm pretty new to this city, too.

A ¹ _____? A new city *and* a new job – that's a lot! Well, that's Mr. Patel. He's the boss. His office is across from your desk.

B ² _____? That's good to know.

- B **PAIR WORK** Practice the conversation from exercise 2A, above.

INSIDER ENGLISH

pretty = beautiful

That's a pretty little house.

pretty + adjective = very

That's pretty good. (That's very good.)

3 PRONUNCIATION: Saying /l/ at the end of a word

- A 1.08 Listen. Focus on the /l/ sounds. Practice saying the words.

1 You look wonderful.

2 Beautiful weather, isn't it?

3 How do you know Rachel?

- B 1.09 Listen. Who pronounces the /l/ sound at the end of the words clearly? Write A or B.

1 beautiful B

3 full _____

5 people _____

2 bottle _____

4 girl _____

6 couple _____

- C **PAIR WORK** Say the words in exercise B to your partner. Does your partner say the /l/ sound?

4 SPEAKING

- A **PAIR WORK** Read the situations. Then put the conversations in order. Read them with a partner.

Situation 1: You're at a conference. Greet people you don't know.

Good to meet you, too. Do you know anybody here?

I'm Diana Reyes. Great to meet you.

No, it's my first time at this conference.

1 Hello. I'm Daniel Santiago.

Situation 2: You arrive at a coffee shop to meet people you know.

I know! Great to see you again!

1 Hi, Akram.

Yeah, you, too. Hey, this is a nice place.

Hi, Lola. Long time, no see!

Yeah, isn't it?

- B Choose one of the conversations and add more to it. Use the language from this lesson. Then act out your conversation for the class.



1 READING

A **PAIR WORK** How many emails do you write in a month? Why do you write them? Do you write emails in English? Tell your partner.

B **READ FOR MAIN IDEAS** Read the email and choose the main idea.

- He wants a job.
 He wants information about food.
 He wants cooking lessons.

The screenshot shows an email window with the following content:

To: d.cooper@listmail.net
 From: crazychris@mymail.org
 Subject: [] 1

Hi Dave, [] 2

I am Chris. Your daughter is my classmate. I want a job for the summer. Can I work in your restrant? [] 4

I love food. I cook dinner for my family every day. I do great things with lamb and chicken. My favorite food is meat 🍖 😊. [] 5

I can cook for you tomorrow. Call me at 212-555-9620.

See you later! [] 6

Chris

C **READ FOR DETAIL** There are problems with Chris's email. Read the comments (A–F) and match them with the correct part of the email.

A What is your email about? You need a subject!

B Begin a formal sentence with *Dear Ms. / Mrs. / Mr. (last name)* or just *Dear Hiring Manager* or *Dear (job title)*. It's not a good idea to begin with *Hello, Hi, or Dear Friend*. You're not a friend!

C End the email with *Best wishes* or *All the best* and write your full name.

D A funny email address is OK for friends but not for people you don't know.

E Check your writing before you send your email.

F Don't use emojis in a formal email.

D Read the Register check box and correct the problem in Chris's email.

E **1.10 PAIR WORK THINK CRITICALLY** Listen to Dave's response to Chris's email. Does Dave offer Chris a job? Why not? What research do you need to do before you ask someone for a job? Discuss with your partner.

REGISTER CHECK

In formal writing, don't write
I want ...

A polite way to say what you want is
I would like ...

2 WRITING

A Read the email. Does the writer follow the advice from the comments on page 8?

B **WRITING SKILLS** Look at the email again and **circle** the capital letters. Write the words with capital letters.

- a pronoun (*I, you, he, she, etc.*) _____
- b the beginning of a sentence _____
- c names (people and organizations) _____
- d titles (*Mr., Dr., Prof.*) _____
- e places (countries, nationalities, towns) _____
- f days of the week, months _____

C Rewrite the email below with capital letters in the correct places.

dear ms. ali,
my name is amanda barron. i work with your sister at first city bank in salvador. now i would like a new job.
can we meet on tuesday and talk about your company?
sincerely,
amanda barron

To: r.johnson65@listmail.net
From: lilymartin@mymail.org
Subject: Internship - Lily Martin

Dear Mr. Johnson,
Your daughter Abigail is my classmate at the University of Toronto.
In October and November every year, students in our class do an **internship**. I would like to do an internship in your company, Grallen Technologies. I attach my résumé to this email.
Thank you very much for your time.
Best wishes,
Lily Martin

GLOSSARY

internship (n) a period of time that a young person works in a company to get experience in a job

WRITE IT

D Think of a situation and write a formal email to someone you don't know. Include a connection to someone you both know and the reason for writing. Look at the examples in this lesson for help.

E **PAIR WORK** Exchange emails with another student. Write a reply.





1.5

TIME TO SPEAK

Things you have in common

LESSON OBJECTIVE

- talk about what you have in common

A **DECIDE** Answer the questions with what you think. (Answers are at the bottom of the page.) Are you surprised?

- Imagine you have a group of 23 people. What is the probability that two people have the same birthday?
a 50% b 23% c 0.056%
- Imagine you have a group of 30 people. What is the probability that two people have the same birthday?
a 25% b 70% c 4%
- Now imagine you have 60 people. What is the probability that two people have the same birthday?
a 50% b 10% c 99%



B **AGREE** Think of your answers to the questions below.

Then ask and answer the questions in a small group. When you have something in common with another person, put a check (✓).

- | | | | |
|--|--------------------------|---|--------------------------|
| When is your birthday? | <input type="checkbox"/> | Where are your grandparents from? | <input type="checkbox"/> |
| How many brothers and sisters do you have? | <input type="checkbox"/> | What's in your bag? | <input type="checkbox"/> |
| What is your favorite possession? | <input type="checkbox"/> | Who's your favorite famous person? | <input type="checkbox"/> |
| Are you the first/second/third-born child? | <input type="checkbox"/> | How many friends do you have on Facebook? | <input type="checkbox"/> |
| What city are your parents from? | <input type="checkbox"/> | | |

C Count the checks in your group. Tell the class what you and the others in the group have in common. How many people have the same birthday in your group? In the class?

D **DISCUSS** Work in groups of four. Find more things you have in common and write the information below. Use the questions and phrases at the bottom of the page to help you.

- | | |
|----------------------|--------------------|
| 1 Everyone _____ | 3 Two people _____ |
| 2 Three people _____ | 4 One person _____ |

E **PRESENT** Read your sentences to the class. Don't say the names! Can they guess who the people are?

» To check your progress, go to page 153. »

Answers: 1 a 2 b 3 c

USEFUL PHRASES



DECIDE

I think ...
Because ...
Do you agree?



AGREE

Me, too! / Same here!
Not me. / I don't.



DISCUSS

What's your favorite ... ?
Do you like ... ?
What's your ... called?
How many ... do you have?

Do you have a/an ... ?
When is ... ?
Where are your ... from?

UNIT OBJECTIVES

- talk about what you do every day, on the weekend, etc.
- talk about your workspace
- explain communication problems
- write your opinion about a podcast
- give advice about useful apps for work and study

WORK AND STUDY

2



START SPEAKING

- Look at the picture. Who are the people? Where are they?
- Are you a very busy person? How do you remember all your plans? For example, do you use the calendar on your phone or do you write them down?
- Is this a busy week for you? Watch Allison's video.



REAL
STUDENT

Is your busy day the same as Allison's?

