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365

Student's Book 1

学生用书

1



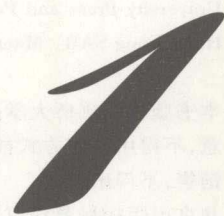
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Bob Dignen Steve Flinders Simon Sweeney

for work and life

新剑桥 English

生活与商务英语 365



Student's Book 1

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Bob Dignen Steve Flinders Simon Sweeney

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内 容 提 要

《新剑桥生活与商务英语 365》系列分 3 个级别，主要针对在职人员，是一套将工作和生活融为一体，时尚而系统的新锐商务英语教材。英文原版 2005 年获英国文化协会 ELT 图书创新奖。如果你在工作中要用英语进行交流，并常常需要商务外出或会见宾客，那么这套书正适用于你。它是一套在商务、生活与休闲中寻求平衡，在语法、词汇、发音、与专业沟通技巧之间寻求平衡，在听、说、读、写实践技能之间寻求平衡的书。书中的每一单元都会为你提供在生活与商务活动中最直接和最鲜活的英语知识。

学生用书共由 30 个小单元和 2 个复习单元组成。按照表达与练习语言技能与交际技巧的需要，将 30 个小单元划分为 3 种类型，每 3 个单元组成一个小循环：紫色单元主要包含听力、语法与发音；蓝色单元包含听力、工作中的词汇、交流技巧；绿色单元包含社交技巧、阅读、休闲生活中的词汇。每一单元都附有口语表达练习，每一单元后面还附有一张活页练习题。学生用书主要是用于课堂教学，与本书配套使用的还有用于课堂活动的听力磁带与 CD。

学生用书 1 适用于具备初级英语水平的读者。本书会全方位增进学习者理解、运用商务英语的信心和能力。本书还为读者介绍了许多沟通技巧，包括如何参与复杂的讨论等。

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To the student

Who is *English365* for?

Welcome to *English365*. *English365* is for people who need English for their jobs and for their free time. If you use English at work and also when you travel and meet people, *English365* is for you. *English365* is for and about real working people and every unit gives you English which you can use straightaway at work or in your free time.

What is *English365*?

There are two main parts to this course:

The **Student's Book**, which you are reading now. There are also classroom cassettes or audio CDs for the listening exercises in this book.

The **Personal Study Book with Audio CD** is to help you remember the English which you learn in the classroom. The more you work outside the classroom, the better your English.

- The Personal Study Book has important information about the language, and exercises for you to practise.
- The Audio CDs give you extra listening practice. You can also practise the Student's Book pronunciation exercises and the social English dialogues on your own.

What's in the Student's Book?

With the Student's Book, you can work on:

- the **grammar** which you need to make English work for you
- the **vocabulary** you need for your job and for your free time
- the **phrases** you need for your free time – at the airport, in a hotel, etc.
- the **phrases** you need for your work – telephoning, emailing, etc.
- **pronunciation** rules to help you speak better and understand better too.

There are 30 units in the book (plus two revision units, one after Unit 15 and one after Unit 30), and there are three types of unit:

Type 1 units (Units 1, 4, 7, etc. – the purple units)

Type 2 units (Units 2, 5, 8, etc. – the blue units)

Type 3 units (Units 3, 6, 9, etc. – the green units)

In **type 1** units you work mainly on:

- Listening
- Grammar
- Pronunciation.

In **type 2** units, you work mainly on:

- Reading
- Vocabulary for work
- Communication skills for work – for telephoning, writing emails, meeting visitors, etc.

In **type 3** units, you work mainly on:

- Phrases for travel and socialising
- Listening
- Vocabulary for your free time.

You practise **speaking** in every unit!

At the back of the book, there are also:

- File cards for pairwork exercises (page 104)
- Grammar notes (page 110)
- The tapescripts for the classroom cassettes/audio CDs (page 121)
- Answers to all the exercises (page 135)

We hope you enjoy learning with *English365*. We had fun writing it. Good luck with your English.

Bob Dignen
Steen F. Linders
Sandra Sweeney

On the agenda

Speaking

Meeting people

Grammar

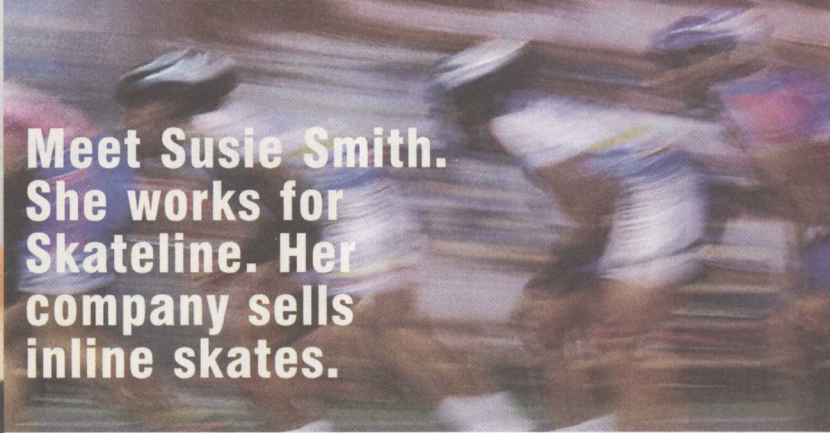
The present simple 1

Pronunciation

Reply questions



Meet Susie Smith.
She works for
Skateline. Her
company sells
inline skates.



1 Nice to meet you

Warm up

Read these two introductions:

A: Hi, I'm Susie.

B: Hi, I'm Masahiko Kamiya, from Japan.

C: Hello. My name's Françoise, Françoise Duroc from FranceCom. Nice to meet you.

D: Good morning. Herr Wollmann from KV Bonn.

- 1 Which introduction is more formal?
- 2 What do you say when you welcome visitors at work?
- 3 Introduce yourself to the other people in your group.

Listen to this

Say who you are

1 Susie is on the Skateline stand at Expo – the International Sportex Show. She makes notes about all the people she meets. Listen to her talking at the stand. Tick (✓) the correct details about her visitor. ▶▶1.1

Name:	Paula Visconti	<input type="checkbox"/>
	Olga Novotna	<input type="checkbox"/>
	Lena Molnar	<input type="checkbox"/>
Visitor from:	Hungary	<input type="checkbox"/>
	Russia	<input type="checkbox"/>
	Italy	<input type="checkbox"/>
Company activity:	Sportswear	<input type="checkbox"/>
	Skiing equipment	<input type="checkbox"/>
	Bicycles	<input type="checkbox"/>
Action:	Send email	<input type="checkbox"/>
	Arrange meeting	<input type="checkbox"/>
	No action	<input type="checkbox"/>



Inline skates

2 Listen again. Are these sentences about Susie's visitor true or false? ▶▶1.1

- 1 It is her first visit to Expo. T F
- 2 Her home is 100 kilometres from Moscow. T F
- 3 Technosport is in Moscow. T F
- 4 She doesn't want a brochure. T F

The present simple 1

We can use the present simple to ask and answer questions when we meet people. Complete the questions and answers below.

Question

Where (1) you live?

Positive

I live in Rome.

Negative

I don't live in Barcelona.

Look at the verb *to be*.

Where (2) you from?

I'm from Spain.

I'm not from Italy.

What (3) your job?

I'm a personal assistant.

I (4) not responsible for sales.

Are you from Rome?

Yes, I (5)

No, I'm not.

Now look at two different ways you can use the verb *to have*.

Do you (6) a brochure?

Yes, I (7)

No, I don't.

(8) you got a brochure?

Yes, I have.

No, I haven't.

Grammar reference page 111

Do it yourself

1 Correct the mistakes in these sentences.

- 1 Do ~~he~~^{you} working for IBM? *Do you work for IBM?*
- 2 Has you children?
- 3 I doesn't work in Paris.
- 4 We working near Milan.

2 Match the beginnings and endings.

- | | |
|----------------------|---|
| 1 I work for ... | ... the north of England originally. |
| 2 I come from ... | ... a personal assistant. |
| 3 I live in ... | ... about six times a year on business. |
| 4 I'm ... | ... a British company. |
| 5 I go to the US ... | ... Croydon, about 20 kilometres from London. |

3 Match each question below (a-e) with one of the sentences above (1-5).

- a Do you travel much in your job?
- b What do you do?
- c Who do you work for?
- d Where do you live?
- e Where are you from?

Now ask your partner the same questions.



4 Complete the conversation between Susie and Maria, another visitor at the International Sportex show.

SUSIE: So, where

(1) you from, Maria?

MARIA: (2) from Italy.

SUSIE: Really? Are you

(3) Rome?

MARIA: No, I'm not. I'm from Milan.

(4) you know Milan?

SUSIE: Yes, I went there on holiday last year. It's a lovely place.

MARIA: Yes, it's beautiful. Do you

(5) to Italy often?

SUSIE: No, I (6) travel much, maybe two or three times a year for business.

MARIA: Which company do you

(7) for?

SUSIE: I work for Skateline.

MARIA: Skateline? Yes, I know the name.

What (8) you do exactly?

SUSIE: We (9) inline skates. And you? What do you do?

MARIA: We (10) bicycles.



from
work
sell
Do
don't
I'm
make
do
come
are

Now listen and check. ▶▶1.2

Reply questions

When someone asks you a question in conversation, you can ask the same question back to show interest in the other person. When you do this, it's important to stress the *you* in your question.

1 Listen to Susie pronounce the *you* in this conversation. Then practise the conversation with a partner. ▶▶1.3

MARIA: What do you do exactly?

SUSIE: We make inline skates. And *you*? What do *you* do?

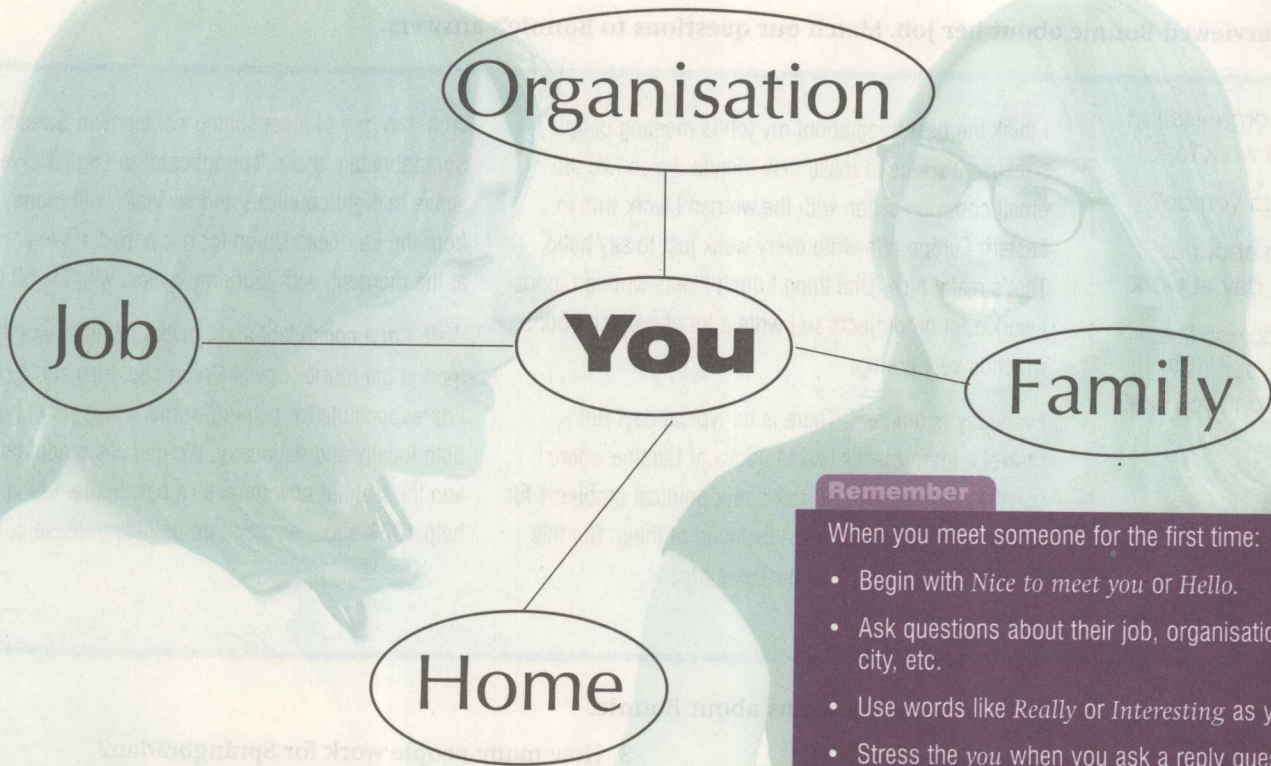
MARIA: We sell bicycles.

2 Make similar conversations with these questions. Practise with your partner.

- 1 Where do you live?
- 2 What do you do?
- 3 Do you travel much in your job?
- 4 Do you play tennis?
- 5 Which company do you work for?

It's time to talk

Get to know the other people in the room, asking and answering questions about their job, organisation, family and home.



Remember

When you meet someone for the first time:

- Begin with *Nice to meet you* or *Hello*.
- Ask questions about their job, organisation, home, city, etc.
- Use words like *Really* or *Interesting* as you listen.
- Stress the *you* when you ask a reply question.
- End the conversation with *Nice to meet you* or *Good to meet you*.

On the agenda

Speaking

Your job

Vocabulary

Job responsibilities

Communicating at work

Telephoning 1: Getting information



Meet Bonnie Bernström. She works for Språngbrädan, a consulting company with a difference.

2

Helping people to learn

Warm up

Read what some people say about their work. Do you think the same?

I like working for a small company. It's more friendly.

I love writing and receiving emails. I like communicating!

I want to travel in my job. Work with no travel is boring.

Read on

A new future

1 We interviewed Bonnie about her job. Match our questions to Bonnie's answers.

- 1 Which organisation do you work for?
- 2 What do you do?
- 3 Tell me about a typical day at work.
- 4 What do you like about your job?
What don't you like?

A I think the best thing about my job is meeting people because it's nice to make new friends. I also like the email communication with the women I work with in Eastern Europe. We write every week just to say hello. That's really nice. One thing I don't like is writing reports. I work a lot on projects so I write a lot of project reports, which is very boring!

B Every day is different. There is no typical day! But I travel a lot to places like Moldova or Ukraine where I usually meet people and talk about political problems for women in these countries – that kind of thing. But this week is good – I have no business trips!

C Well, I'm part of a consulting company in Sweden called Språngbrädan, that's 'springboard' in English. We are active in eight countries and we work with money we get from the European Union for our projects. We are small at the moment, with four employees, who are all women.

D Well, I'm a consultant and I give training to women and men in the former Soviet Union countries about politics. I'm responsible for helping women to begin in politics, both locally and nationally. We discuss problems a lot and think about how to make a new future. My target is to help 100% more women into politics in these countries.

2 Read the text again and answer these questions about Bonnie.

- 1 What is Bonnie's main responsibility?
- 2 Where does Bonnie travel for her job?
- 3 How many people work for Språngbrädan?
- 4 What does Bonnie like most about her job?

What do you think? Would you like to do Bonnie's job? What do you like about your job? What don't you like?

The words you need ... to talk about your job

1 Choose the correct prepositions in these sentences about Bonnie.

- 1 I'm part of / for a consulting company.
- 2 I work on / for Språngbrädan.
- 3 I work in / at training.
- 4 I'm responsible of / for developing democracy.
- 5 I work closely with / for three female colleagues.
- 6 I'm in charge for / of Eastern Europe.
- 7 An important part of / at my job is email contact.
- 8 I work at / in the former Soviet Union.

Now listen and check your answers. Then make similar sentences about yourself. ▶▶2.1

2 It is important to use nouns and verbs correctly.

Example: Verb - *train* I *train* women.
Noun - *training* I do a lot of *training*.

Choose the correct noun or verb in these sentences.

- 1 I *meet* / *meeting* a lot of people in my job.
- 2 I work for a small *organise* / *organisation*.
- 3 I *communicate* / *communication* a lot by email.
- 4 I *manage* / *management* a small team of three women.
- 5 I have a lot of political *discuss* / *discussions* in my job.

3 Make questions with the verbs and nouns above.
Ask your partner your questions.

Question: Do you meet a lot of people in your job?

Answer: Yes, I do. / No, I don't.



It's time to talk

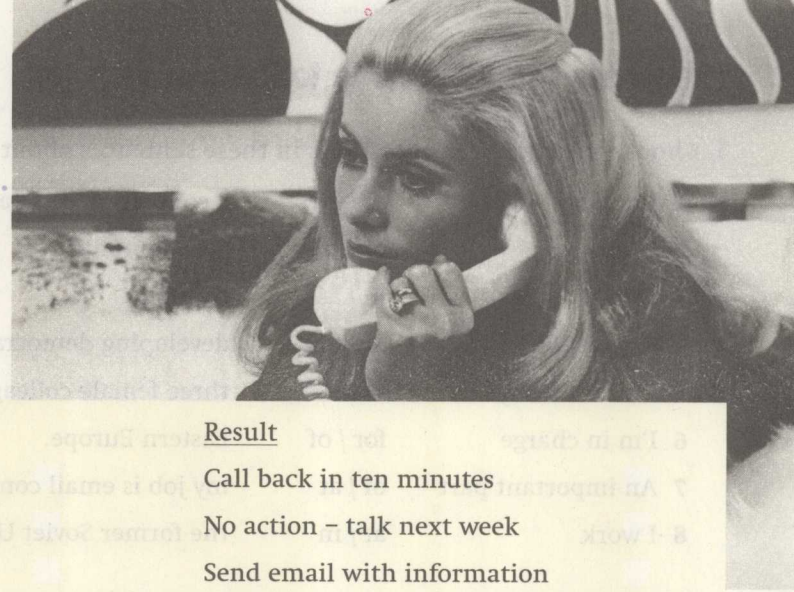
Ask your partner about his/her job and organisation. Look back at some of the questions in this unit and in Unit 1 to help you. Note down your partner's answers in the table.

Work	Company/organisation
Job title	Name
Main responsibility	Activity
One thing I like in my job	Number of employees
Other information	Other information

Communicating at work

Telephoning 1: Getting information

1 Listen to two telephone calls Peter Blake gets about a training course. Write the number of the call next to the information below. Write **X** if the information isn't in either call. ▶▶2.2



Caller

Jake Roberts
Jane Dawson
Julie Simpson

Reason

Cancel training
Discuss a problem
Give help

Result

Call back in ten minutes
No action – talk next week
Send email with information

2 Listen again. Which of these sentences do you hear? ▶▶2.2

A Answering a phone call

Good morning. How can I help you?
Who's calling, please?
Connecting you now.
I'll put you through.

B Introducing yourself

My name's ... (+name)
It's ... (+ name)

Which do you prefer – call 1 or call 2? Why?

C Giving a reason for the call

Could I speak to ... (+ name)?
I'm just calling to ... (+ reason for call)
Could you ... (+ reason for call)

D Finish the call

Thanks for calling.
Talk to you next week. Bye.

3 Are you good on the phone? Look at this plan for making good phone calls.



Practise making two phone calls with your partner. Use the plan to help you make your calls. Student A should look at page 104, and Student B at page 106.

Remember

When you talk on the phone in English:

- Speak your name slowly and clearly: My name is ...
- Say clearly the reason for your call: I'm calling to ...
- End positively: Thanks.

On the agenda

Speaking

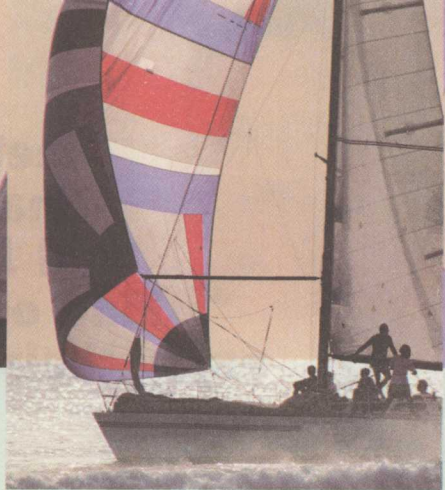
Weekends

Social phrases

At the office

Vocabulary

Your free time



Warm up

When does your weekend begin?
When does it finish?

3 Have a good weekend

It's almost the weekend

1 Complete the dialogues with phrases (a-h) below.

Arriving at the office on Friday

A: Hi, John.
B: Morning. How are you?
A: (1) ?
B: Not bad. A bit tired.
A: (2) It's almost the weekend.

Going for lunch

A: Ready for some lunch?
B: (3)
A: Where do you want to eat?
B: (4) ?
A: Yes, it's Friday. The new Italian place?
B: Great. Let's go.

A weekend away

A: Do you have any plans for the weekend?
B: I'm going to visit my brother.
A: (5) ?
B: In Stratford-upon-Avon.
A: Stratford? It's a lovely place.
(6) !
B: Thanks. I will!

Going home

A: I'm going. See you next week.
B: (7)
A: Have a good weekend.
B: Thanks. (8) Bye.

WED	THURS	FRI	SAT
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25



Have a go

Cover the dialogues above and make your own, starting with the words below.

Arriving at the office

Hi ...

Going for lunch

Ready for ...

A weekend away

Do you have any plans for ... ?

Going home

I'm going. See you ...

- a Shall we eat out
- b Yes, good idea
- c Never mind
- d You too
- e Fine, thanks. And you
- f OK, see you
- g Have a good time
- h Where does he live

2 Now listen and check. ▶▶ 3.1

3 Practise reading the dialogues with a partner.

Listen to this

Enjoying your weekend



Sally



Hinawi



Martina

Jochen



Meet Sally, Hinawi, Martina and Jochen. Find out how they enjoy their weekends.

1 Look at the activities below. Do you do any of these things?



visiting friends



sightseeing



scuba diving



walking



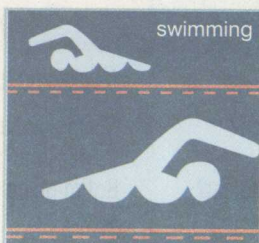
flying



sailing



going to the cinema



swimming



clubbing



astronomy

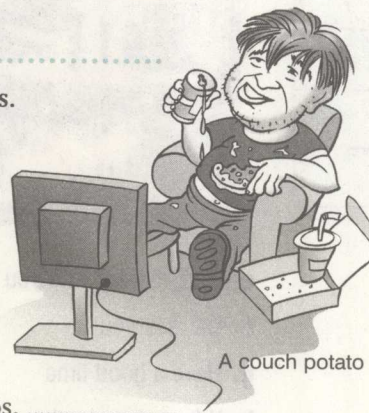
2 Now listen to Sally, Hinawi, Martina and Jochen talking about the activities they do. Match the people to the activities. You can match more than one activity to a person. ▶▶3.2

What do you think? Listen again and decide which person has the most interesting weekend. Why? ▶▶3.2

The words you need ... to talk about your free time

1 Look at the different activities in the box. Write them in the gaps.

- | | |
|----------------------|---|
| Sports | football, swimming, <u>skiing</u> |
| Card and board games | chess, poker, |
| Reading | novels, poetry, |
| Music - listening | jazz, pop, |
| Music - playing | the piano, the saxophone, |
| Culture | opera, theatre, |
| Couch potato | playing computer games, watching videos, |
| Food | Chinese, Italian, |
| Socialising | inviting friends to dinner, going to restaurants, |
| Housework | cleaning, hoovering, |



A couch potato

- draughts
- surfing the net
- French
- ballet
- ironing
- non-fiction
- ~~skiing~~
- classical music
- the guitar
- going on holiday with friends

Can you add one or two activities to each category?

Ask your partner to tell you one activity he/she loves and one activity he/she hates.