

OXFORD

# Business Result

SECOND EDITION



**Starter** *Student's Book*

John Hughes & Penny McLarty



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UNIVERSITY PRESS

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| Working with words  | Language at work                           | Practically speaking               | Business communication            | Talking point                         | Outcomes – you can  |
|---|--|------------------------------------|-----------------------------------|---------------------------------------|---|
| Introducing yourself   Jobs   | <i>I'm / you're / Are you ...?</i>         | Spelling                           | Meeting people                    | Meeting people at a conference        | <ul style="list-style-type: none"> <li>introduce yourself</li> <li>talk about jobs</li> <li>ask about names and jobs</li> <li>spell</li> <li>meet people</li> </ul>                                     |
| Companies and countries   | <i>is / isn't</i>                          | Numbers 0–9                        | Starting a phone call             | The company game                      | <ul style="list-style-type: none"> <li>talk about companies and countries</li> <li>ask about people and companies</li> <li>say numbers 0–9</li> <li>start a phone call</li> </ul>                       |
| Your company  | <i>We / They are / Wh- questions</i>       | Email and website addresses        | Sending email requests            | What's the answer?                    | <ul style="list-style-type: none"> <li>talk about your company</li> <li>ask questions</li> <li>say email and website addresses</li> <li>email a request</li> </ul>                                      |
| Responsibilities and departments  | Present simple: <i>I / you / we / they</i> | <i>there is / there are</i>        | Taking and leaving a message      | Voicemail messages                    | <ul style="list-style-type: none"> <li>talk about responsibilities and departments</li> <li>ask about people and departments</li> <li>describe departments</li> <li>take and leave a message</li> </ul> |
| Viewpoint 1  VIDEO People in business 28–29    |  |                                    |                                   |                                       |   |
| Company types and activities  | Present simple: <i>he / she / it</i>       | Big numbers                        | Ordering                          | The question game                     | <ul style="list-style-type: none"> <li>talk about company types and activities</li> <li>ask about company products</li> <li>say big numbers</li> <li>order a product</li> </ul>                         |
| Food and drink  | <i>can / can't</i>                         | Days and times                     | Inviting, accepting and declining | Making conversation in the restaurant | <ul style="list-style-type: none"> <li>talk about food and drink</li> <li>talk about ability</li> <li>say days and times</li> <li>invite, accept and decline</li> </ul>                                 |
| Office technology   | Possessive adjectives                      | <i>this / that / these / those</i> | Giving instructions               | Guess the technology                  | <ul style="list-style-type: none"> <li>talk about office technology</li> <li>talk about what's in your office</li> <li>give instructions</li> </ul>   |
| Transport and travel  | <i>was / were</i>                          | Months and dates                   | Arranging a meeting               | When can we meet?                     | <ul style="list-style-type: none"> <li>talk about transport and travel</li> <li>talk about the past</li> <li>say months and dates</li> <li>arrange a meeting</li> </ul>                                 |
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# Introduction

## What's in the *Student's Book*?

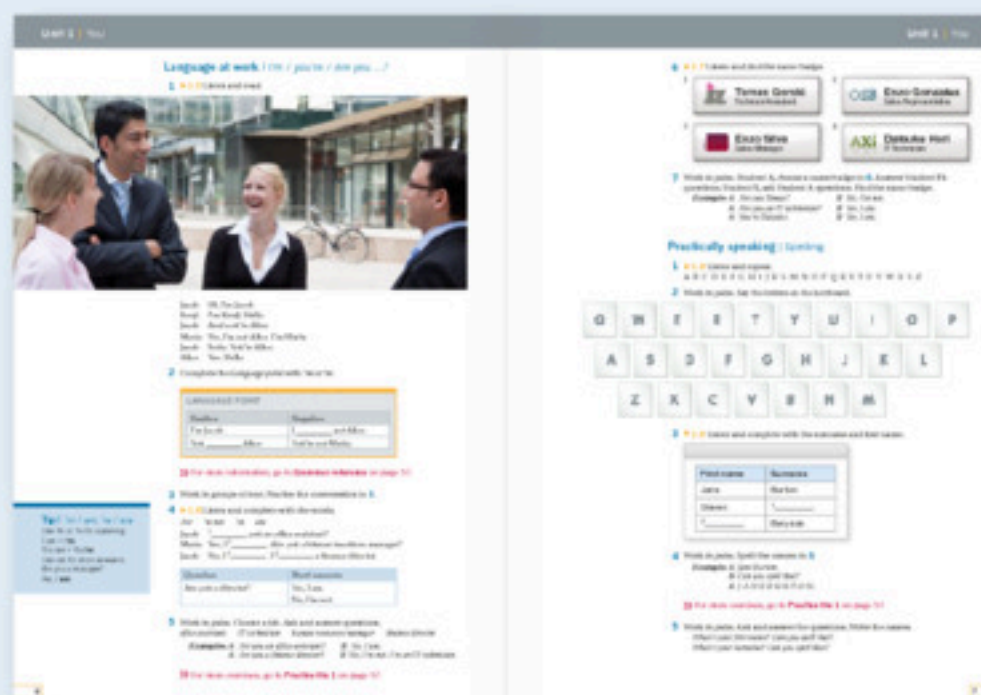
Welcome to *Business Result Second Edition Starter*. In this book you will find:

8 units, 2 Viewpoint video lessons, Practice files, Communication activities, Audio scripts.

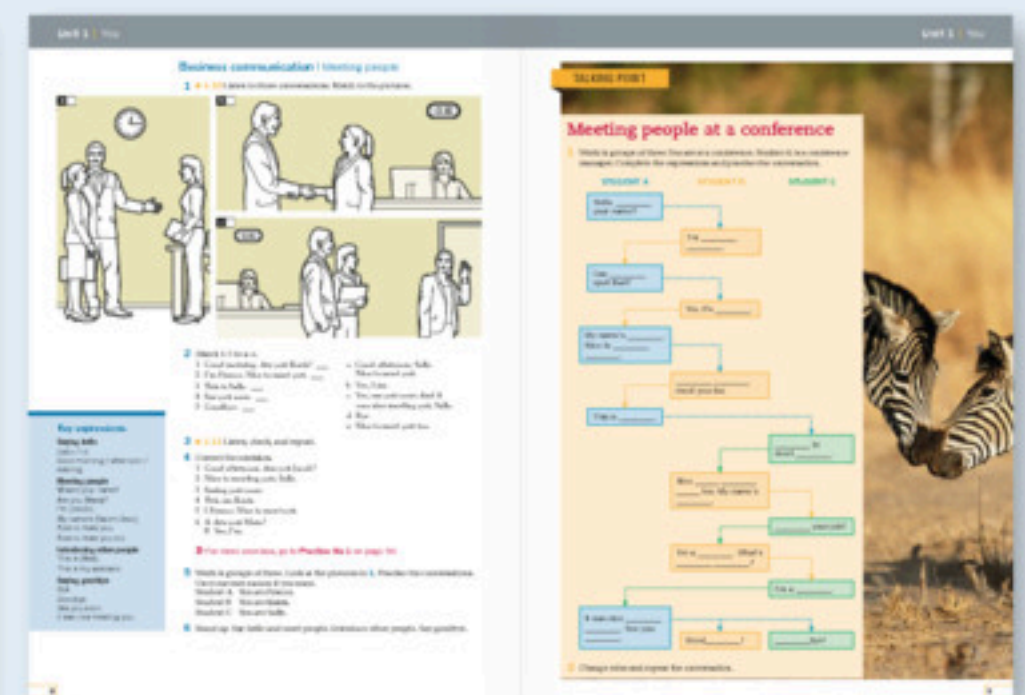
### Student's Book | Main unit



**Working with words**  
Vocabulary



**Language at work**  
Grammar

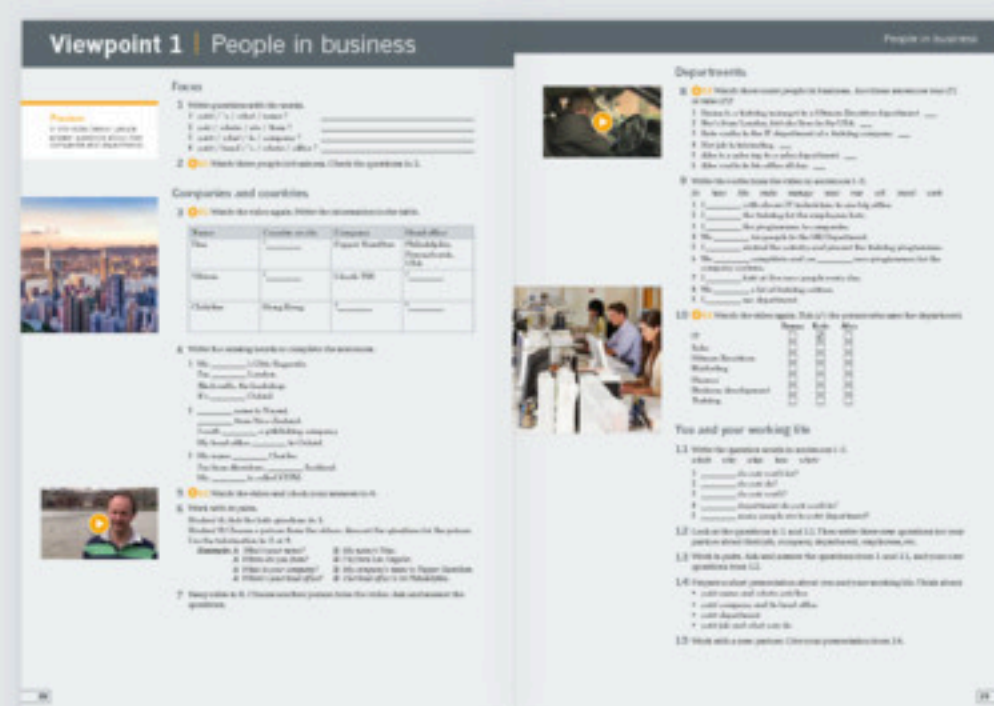


**Business communication**  
Key expressions

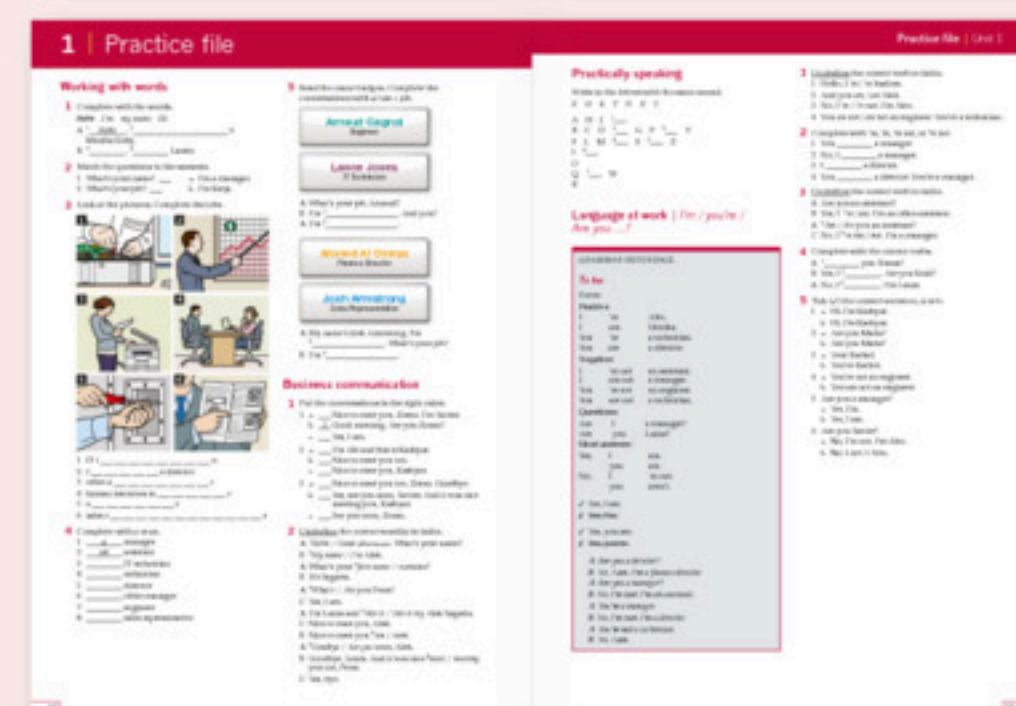
**Practically speaking**  
Everyday English

**Talking point**  
Fluency task or game

### Student's Book | Viewpoint lesson



### Student's Book | Practice file







# 1

# You

## Starting point

- 1 What's your name?
- 2 What's your job?

## Working with words | Introducing yourself | Jobs

- 1 ▶ 1.1 Listen and read.



- 2 ▶ 1.1 Listen again and repeat.
- 3 Work in pairs. Introduce yourself.  
*Examples: Hello, my name's (Sarah Kocian).  
Hi, I'm (Yann).*
- 4 Stand up. Introduce yourself to other students.



## 5 ▶ 1.2 Listen and read.



1 IT technician



2 finance director



3 office assistant



4 sales representative



5 engineer



6 human resources manager

## 6 ▶ 1.3 Listen and repeat.

• • •  
technician

• • •  
director

• • •  
assistant

• • • • •  
representative

• • •  
manager

• • •  
engineer

## 7 ▶ 1.4 Listen and complete with a job from 5.

Fabienne I'm a <sup>1</sup> \_\_\_\_\_. What's your job, Luis?

Luis Oh, I'm a <sup>2</sup> \_\_\_\_\_.

Paula What's your job, Tageshi?

Tageshi I'm an <sup>3</sup> \_\_\_\_\_. And you?

Paula I'm an <sup>4</sup> \_\_\_\_\_.

## 8 Work in pairs. Practise the conversations in 7.

» For more exercises, go to **Practice file 1** on page 56.

## 9 Work in pairs. Practise the conversations in 7 with your name and job.

## Tip | a / an

a manager

a director

an assistant

an engineer



## Language at work | I'm / you're / Are you ...?

## 1 ▶ 1.5 Listen and read.



Jacob Hi, I'm Jacob.  
 Kenji I'm Kenji. Hello.  
 Jacob And you're Alice.  
 Maria No, I'm not Alice. I'm Maria.  
 Jacob Sorry. You're Alice.  
 Alice Yes. Hello.

2 Complete the *Language point* with 'm or 're.

## LANGUAGE POINT

| Positive         | Negative           |
|------------------|--------------------|
| I'm Jacob.       | I _____ not Alice. |
| You _____ Alice. | You're not Maria.  |

» For more information, go to **Grammar reference** on page 57.

## 3 Work in groups of four. Practise the conversation in 1.

## 4 ▶ 1.6 Listen and complete with the words.

Are 'm not 'm am

Jacob <sup>1</sup>\_\_\_\_\_ you an office assistant?

Maria Yes, I <sup>2</sup>\_\_\_\_\_. Are you a human resources manager?

Jacob No, I <sup>3</sup>\_\_\_\_\_. I <sup>4</sup>\_\_\_\_\_ a finance director.

| Question            | Short answers              |
|---------------------|----------------------------|
| Are you a director? | Yes, I am.<br>No, I'm not. |

## 5 Work in pairs. Choose a job. Ask and answer questions.

office assistant IT technician human resources manager finance director

**Examples:** A Are you an office assistant? B Yes, I am.

A Are you a finance director? B No, I'm not. I'm an IT technician.

» For more exercises, go to **Practice file 1** on page 57.

## Tip | 'm / am, 're / are

Use 'm or 're for speaking:

I am = I'm

You are = You're

Use am for short answers:

Are you a manager?

Yes, I am.



6 ▶ 1.7 Listen and find the name badge.

1



2



3



4



7 Work in pairs. Student A, choose a name badge in 6. Answer Student B’s questions. Student B, ask Student A questions. Find the name badge.

*Example:* A Are you Tomas? B No, I’m not.  
A Are you an IT technician? B Yes, I am.  
A You’re Daisuke. B Yes, I am.

Practically speaking | Spelling

1 ▶ 1.8 Listen and repeat.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2 Work in pairs. Say the letters on the keyboard.



3 ▶ 1.9 Listen and complete with the surname and first name.

| First name | Surname  |
|------------|----------|
| Jane       | Burton   |
| Steven     | 1 _____  |
| 2 _____    | Borysiak |

4 Work in pairs. Spell the names in 3.

*Example:* A Jane Burton.  
B Can you spell that?  
A J-A-N-E B-U-R-T-O-N.

» For more exercises, go to Practice file 1 on page 57.

5 Work in pairs. Ask and answer the questions. Write the names.

What’s your first name? Can you spell that?  
What’s your surname? Can you spell that?



## Business communication | Meeting people

1 ▶ 1.10 Listen to three conversations. Match them to the pictures.



2 Match 1–5 to a–e.

- |                                      |   |
|--------------------------------------|---|
| 1 Good morning. Are you Kasia? ____  | a Good afternoon, Sally.<br>Nice to meet you.               |
| 2 I'm Franco. Nice to meet you. ____ | b Yes, I am.  |
| 3 This is Sally. ____                | c Yes, see you soon. And it<br>was nice meeting you, Sally. |
| 4 See you soon. ____                 | d Bye.  |
| 5 Goodbye. ____                      | e Nice to meet you too.                                     |

3 ▶ 1.11 Listen, check, and repeat.

4 Correct the mistakes.

- Good afternoon. Am you Jacob?
- Nice to meeting you, Sally.
- Seeing you soon.
- This are Kasia.
- I Franco. Nice to meet you.
- A Are you Mara?  
B Yes, I'm.

» For more exercises, go to Practice file 1 on page 56.

5 Work in groups of three. Look at the pictures in 1. Practise the conversations. Use your own names if you want.

Student A You are Franco.

Student B You are Kasia.

Student C You are Sally.

6 Stand up. Say hello and meet people. Introduce other people. Say goodbye.

## Key expressions

## Saying hello

Hello / Hi.

Good morning / afternoon / evening.

## Meeting people

What's your name?

Are you (Mara)?

I'm (Jacob).

My name's (Naomi Sato).

Nice to meet you.

Nice to meet you too.

## Introducing other people

This is (Alek).

This is my assistant.

## Saying goodbye

Bye.

Goodbye.

See you soon.

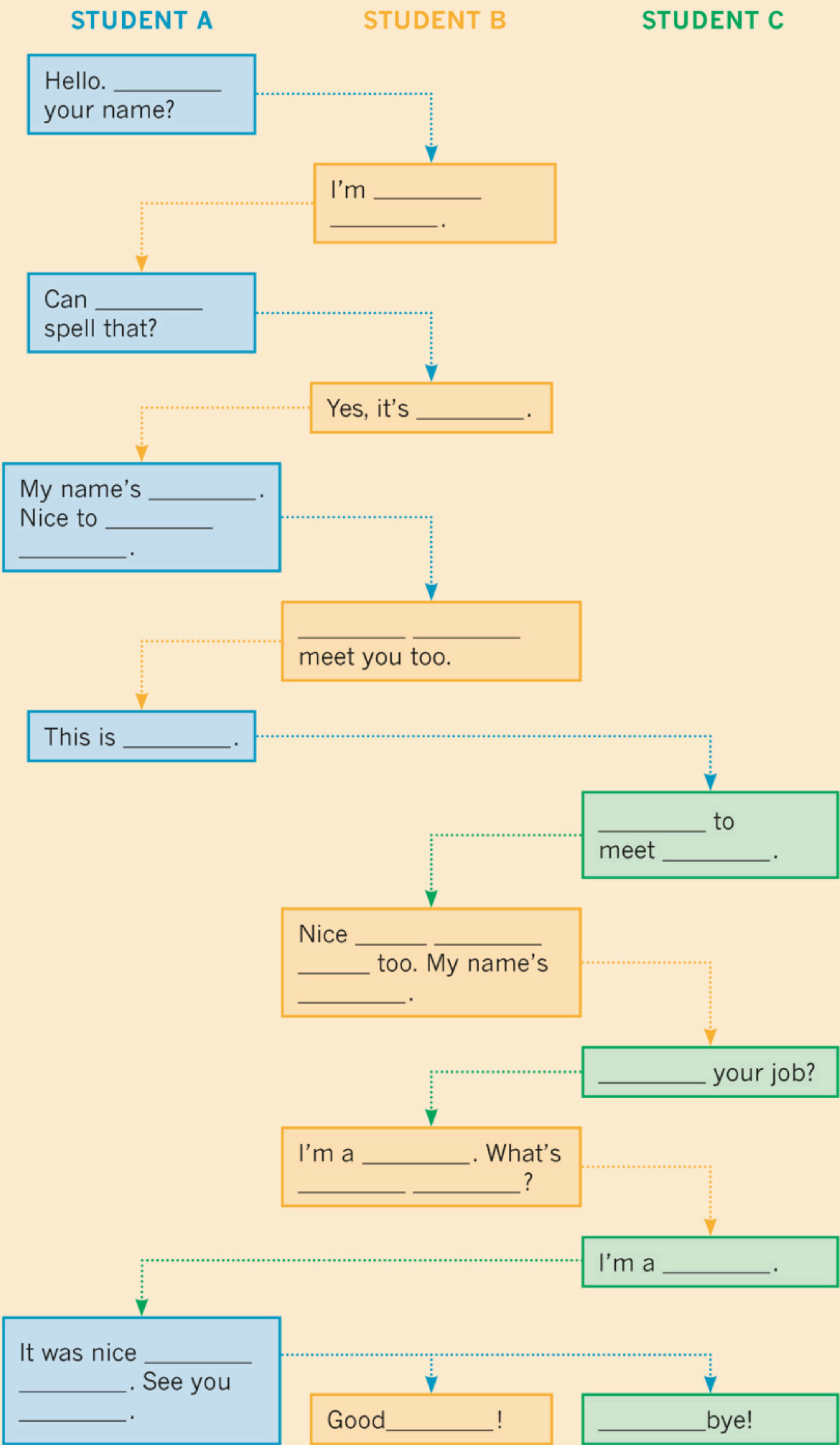
It was nice meeting you.



TALKING POINT

# Meeting people at a conference

1 Work in groups of three. You are at a conference. Student A is a conference manager. Complete the expressions and practise the conversation.



2 Change roles and repeat the conversation.

