

# Scope and Sequence

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# 1

## Can You Show Me Around?

In this unit, you are learning about:

- Meeting new colleagues and showing them around the workplace
- Special types of food that travelers to France should sample
- Planning and describing the layout of an office



## Real-Life English

 Listen to the conversation.

**Brad:** Hello, you're Mandy, our new hire, right?

**Mandy:** Yes, that's me. Are you Mr. Wiltshire?

**Brad:** That's right, but most people here just call me Brad.

**Mandy:** Oh, all right. Well, it's very nice to meet you, Brad.

**Brad:** It's great to meet you as well, Mandy. We're all excited to have you on board.

**Mandy:** I'm happy to be here. It's a pleasure to be a part of such a young, vibrant company.

**Brad:** Yes, as you'll notice, almost everyone who works here is under 35.

**Mandy:** I did notice that.

**Brad:** You'll also see we're pretty informal around here. We like to keep things casual.

**Mandy:** That suits me perfectly.

**Brad:** Yes, I'm sure you'll have no trouble fitting in. We also have a lot of great social activities and events for our employees.

**Mandy:** Like what?

**Brad:** Well, most Fridays we have an employee social at a nearby restaurant. It's just a way for us to get to know each other better outside the office setting.

**Mandy:** That sounds like a good time.

**Brad:** And tell me, Mandy, what do you usually do for fun on the weekend?

**Mandy:** I like to get outdoors and do some hiking, or go for a jog or get to the gym. Exercising is my thing.

**Brad:** That's perfect, because we often organize outdoor activities on weekends.

**Mandy:** Great! How do I get involved?

**Brad:** There will be a sign-up sheet on the bulletin board at least a week in advance. Just keep an eye out. Now, why don't I show you around the office?

**Mandy:** Sure, lead the way.



## Vocabulary

Choose the correct words to complete the sentences.

hire  
suits

vibrant  
usually

notice  
involved

informal  
in advance

- As coworkers, we \_\_\_\_\_ get together at least once a week to eat and drink together.
- As you might \_\_\_\_\_, the dress code here is very casual.
- The atmosphere in this office is so lively and \_\_\_\_\_.
- How can I get \_\_\_\_\_ in the office social activities?
- You don't have to call me Mrs. Wright, just call me Theresa. We're pretty \_\_\_\_\_ around here.
- Starting work at 10:00 a.m. \_\_\_\_\_ me perfectly, as I like to sleep in.
- Greg is our newest \_\_\_\_\_. He just started working here yesterday.
- If you want to join our weekend hiking trip, remember to sign up \_\_\_\_\_.

## Matching

Match each of the following pieces of information to the corresponding statement from the conversation.

- |  |  |
|--|--|
| _____ 1. The company is a young one.               | a. "... almost everyone who works here is under 35."                     |
| _____ 2. The atmosphere is informal.               | b. "I like to get outdoors and do some hiking. . ."                      |
| _____ 3. There are social activities.              | c. "I'm sure you'll have no trouble fitting in."                         |
| _____ 4. Mandy enjoys sports.                      | d. "That suits me perfectly."  |
| _____ 5. Mandy prefers a casual environment.       | e. "... most people here just call me Brad."                             |
| _____ 6. Brad thinks Mandy is a good fit for them. | f. "... most Fridays we have an employee social at a nearby restaurant." |

## Culture Note

### New in the Office

In the West, introductions in the workplace tend to be less formal than they are in many Eastern cultures. Oftentimes in the West, a new hire might be introduced around the office by a senior employee or even the boss. They will just say a few quick "hellos" to everyone, and maybe make a little small talk about personal interests, or their background, such as where they grew up, where they went to school, etc.



## ▶ Reading

### A Work with a partner. Discuss the following questions.

1. Do you like to try new foods when you travel?
2. What type of cuisine do you like best? Why?
3. Are there types of foods that you are afraid to eat? What are they?
4. What food would you want to eat if you traveled to Paris?

### B Now, read the article. Write down any words you don't know.

## A Gourmet in Paris

Visitors traveling to Paris frequently desire to taste local cuisine. Although there is a large variety of food to choose from, tourists are usually pressed for time in this city. Therefore, some recommended options are listed below as a gastronomic guide.

### 5 Quiche

A quiche is an open pie (with a pastry base) containing eggs mixed with milk or cream and other **savory** additions, such as bacon or cheese. The most well-known quiche is *quiche lorraine* (from Lorraine in France), made with eggs, cream, cheese and pieces of ham. However, almost any **combination** of ingredients can be used in a quiche. Commonly used ingredients include seafood, mushrooms, tomatoes, onions, and different types of cheese, such as parmesan or cheddar.

### 10 Snails (escargots)

Snails are not everyone's favorite food, but tourists should at least try them. Proper *escargots* are presented still in their shells, cooked in a buttery sauce. A special **utensil** is provided to hold the shells while the snails are pulled out.

### 15 Steak Tartare

Another way to eat **adventurously** is by ordering *steak tartare*, which is actually raw beef served with a mixture of ingredients, including ketchup, egg yolk, onions and Worcestershire sauce.

### 20 Omelet

An omelet is made from eggs mixed with milk. The egg mixture is poured into a hot pan with butter and it is cooked in seconds. It is often served with other ingredients as a filling, such as meat or vegetables. **Paired with** a salad, it **constitutes** a lovely light lunch.



### C Choose the correct answer for each question.

1. What is the main idea of this article?
  - a. There are lots of gourmets in Paris.
  - b. Visiting Paris is a pleasant thing.
  - c. Visitors traveling to Paris can always find good food.
  - d. The dishes listed are recommended for visitors in Paris.
2. Which quiche is the most famous in Paris?
  - a. Quiche Lorraine
  - b. Quiche Paris
  - c. Quiche Lyon
  - d. Quiche Rennes
3. What does the word *ingredients* mean in paragraph 2, line 4?
  - a. options
  - b. components
  - c. utensils
  - d. salads
4. What is an *escargot*?
  - a. It is a pie.
  - b. It is raw beef.
  - c. It is a snail.
  - d. It is a crab.
5. Which of the following is NOT a likely filling for an omelet?
  - a. Chicken
  - b. Pork
  - c. Cake
  - d. Vegetables



## ▶ Vocabulary

Choose the correct words to complete the sentences. Change the form of the words if necessary.

utensil    adventurously    pair with    savory    constitute    combination

1. If you want to live \_\_\_\_\_, you should travel to places that you are not familiar with.
2. The potatoes and fresh fish we caught \_\_\_\_\_ the simple dinner we ate around the campfire.
3. You should set the table with all the \_\_\_\_\_ we will need, such as forks, spoons, and knives.
4. This wine can be \_\_\_\_\_ many different dishes, and it also tastes great with mild cheeses.
5. The \_\_\_\_\_ flavor of the meat was excellent, so I enjoyed the meal thoroughly.
6. The salad was made with a(n) \_\_\_\_\_ of vegetables, and I wasn't familiar with a few of them.

## Dialogue Practice

### Offering work help to someone

#### A Work with a partner. Discuss the following questions.

1. What types of repairs or renovations have you done before?
2. Do you think it is worthwhile to do repair work yourself or do you think professionals should be hired to do the job?
3. What types of repairs do you feel confident to make on your own? What types of repairs would you hire someone to do?

#### B Now listen to two short dialogues.



##### Dialogue 1

**Friend A:** I need to **paint the walls in the bathroom**, but I don't know where to start. Can you help me?

**Friend B:** Sure. You need to **scrape the peeling paint off the walls first**.

**Friend A:** Thanks for telling me.

**Friend B:** **Then, put newspaper on the floor to catch dripping paint before you start painting.**



##### Dialogue 2

**Customer:** **We are interested in remodeling our kitchen.**

**Designer:** Certainly. **We can help you choose everything from appliances and cabinets to paint colors.**

**Customer:** How do we get started?

**Designer:** Let's look at what your budget is. **We're offering a special promotion this month.**



#### C Practice the short dialogues with a partner. Replace the colored words with the words below.

##### Dialogue 1

**assemble a circuit board / assemble the furniture**

**solder through the hole / tighten the screw into a chipboard**

**When soldering in components, use enough heat. / It's easy to assemble flat pack furniture.**

##### Dialogue 2

**We want to remodel our bedroom with a radiator. / We want to repaint our living room.**

**This radiator is best suited for small rooms. / We can help you look at the leak in your living room ceiling.**

**I'll send an electrician as soon as possible. / Then we'll do it right away.**

## Further Listening

### Listening for housing problems

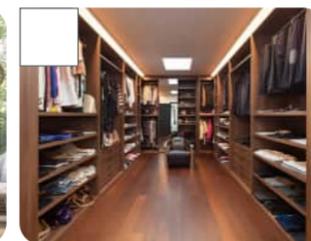


#### A Listen and check (✓) the items mentioned in the conversation.

a



b



c



d



#### B Listen again and choose the correct answer for each question.

1. What are the speakers probably doing?
  - a. Designing a new apartment
  - b. Searching for a house on the internet
  - c. Taking a tour of a house
  - d. Confirming a delivery address
2. What is the problem with the property?
  - a. A window is broken.
  - b. The yard is small.
  - c. The house is old.
  - d. The stairs are damaged.
3. Why does the woman like the dressing room?
  - a. It is cozy.
  - b. It is big.
  - c. It provides a lovely view.
  - d. It is comfortable.

## Writing

When you are creating the layout for an office, it is usually done in the form of a drawing. Just like a street map, it shows where items and offices are within a certain amount of space.

Before you create the drawing, though, it is best to list out all of the necessary items that will take up the total space. In addition, the location of these items (such as copy machines, storage rooms, and break rooms) should be made as convenient as possible to the people who will be using them.

Therefore, creating an office layout always begins with a list, and then the items on the list are transferred to a drawing of the office layout.

Take the following list as an example:

1. Reception area
2. Salespeople (five cubicles, open area)
3. CEO's office (separate room)
4. Break room
5. Copy machine
6. Storage shelves
7. Couches and tables
8. Desks

Now, take these items and set up an office layout in the space on the right.

