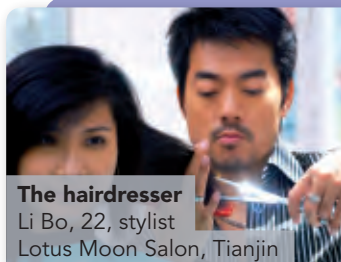


1 Time

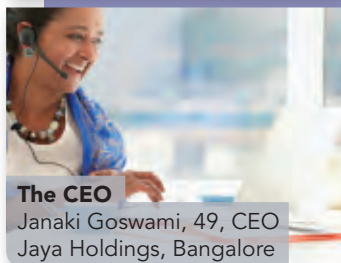
Time in your life

present simple
adverbs of frequency

Start up 1 Complete the time questionnaire. Compare your answers with a partner.



The hairdresser
Li Bo, 22, stylist
Lotus Moon Salon, Tianjin

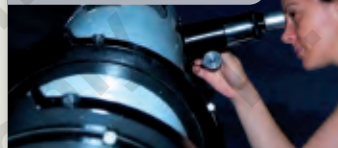


The CEO
Janaki Goswami, 49, CEO
Jaya Holdings, Bangalore

The time questionnaire

- 1 What's your favourite time of day? Why?
a morning b afternoon c evening d night
- 2 At work, what do you spend the most time doing?
a reading and writing emails d working on the computer
b going to meetings e do something else (What?)
c making phone calls
- 3 What do you think is a waste of time? Why?
a watching TV d doing housework
b playing computer games e something else (What?)
c going to the gym
- 4 Do you usually have enough time to:
a relax at weekends? d see friends?
b sleep eight hours a night? e do something else (What?)
c finish your work every day?

The astronomer
Talia Karshadian 35,
senior astronomer
University of Cincinnati



The pianist
Oleg Karpinsky 31,
concert pianist
St Petersburg



Reading 2 1.1 Read and listen to some people's answers to the questionnaire. Write the names of the people in a–d.

- a
He never goes to meetings. He spends most of his time with his customers. He likes his job, but his favourite time of day is about 9.00 in the evening when he finishes work. He usually goes for something to eat at the snack bar next to the salon. He thinks cooking is a waste of time when there are so many good, cheap restaurants nearby. After dinner, he often goes out to a karaoke bar or the cinema with his colleagues. He rarely gets home before midnight.
- b
Her favourite time of day is late at night, but she doesn't spend all her time at work looking at the stars through a telescope. She spends a lot of time on the supercomputer at the university and in meetings, and she only uses the telescope one or two nights a week. She sometimes thinks that the meetings are a waste of time because they last so long, but she likes talking to her colleagues.
- c
His favourite time of day is early in the morning because it's quiet and calm. He often gets up early to practise and he usually spends three or four hours playing. If he has an important concert or recital, he practises for five or six hours. To relax, he enjoys cooking or taking his daughters to the park, but he says he doesn't have enough time to go to concerts.
- d
She thinks emails are a waste of time and that it's much better to talk to people face to face. She spends most of her time at work in meetings or travelling. She says that with a husband, three children and a full-time job, she doesn't have any spare time! But she always stops work at 6.00 in the evening and never works on Saturday afternoons or Sundays.

3 Read the texts again. Tick (✓) the questions in 1 that each person answered.

	1	2	3	4
Li Bo				
Talia Karshadian				
Oleg Karpinsky				
Janaki Goswami				

- 4** Complete the sentences with the names of the people in **1**.
- 1 has children.
 - 2 gets up early.
 - 3 goes out in the evening.
 - 4 thinks meetings are a waste of time.
 - 5 doesn't like emails.
 - 6 sometimes works at night.

Grammar

Present simple

I/You/We/They work/don't work. Do I/you/we/they work?

He/She/It works/doesn't work. Does he/she/it work?

Use the present simple to talk about:

1 Things that are facts/always true

I live in Spain.

2 Habits and repeated actions.

He practises for five hours every day.

We often use the present simple with adverbs of frequency.

Adverbs of frequency come before the main verb in a sentence, but after the verb *be*.

He usually arrives early.

He's usually early.

GRAMMAR REFERENCE PAGE 106



- 5** Underline the adverbs of frequency in the texts in **2**.

- 6** Complete the chart with the words you underlined in **5**.

% of the time

100%

50%

0%

..... 1 2 3 *sometimes* 4 5

- 7** Complete the sentences with the correct adverb of frequency from **6**. Use each adverb once.

- 1 I don't like coffee, so I drink it.
- 2 He goes running in the morning. He never misses a day.
- 3 I have a hot drink before I go to bed. It's a habit with me.
- 4 'Do you see your parents?' 'No, not very often.'
- 5 They have problems with the computer system. It almost always works well.
- 6 We have a meeting on Tuesdays. It depends how busy we are.

Speaking

- 8** Work with a partner. Talk about how often you do the following. Use the expressions in the box and adverbs of frequency from **6**.

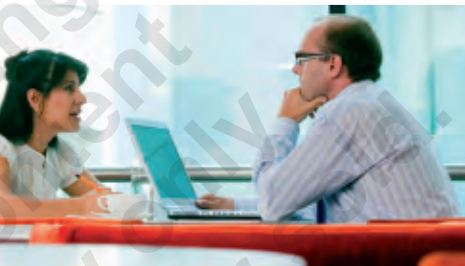
every	day/week/
once/twice/three times a	month/year

I get up at six o'clock every day.

I always get up early.

- get up early
- drink coffee
- check your emails during the day
- waste time
- read newspapers
- go out for dinner





Start up

1 Discuss the questions with a partner.

- 1 Which of these social media sites do you use? Are they useful? Do you enjoy using them?

Facebook	Foursquare	LinkedIn	Tumblr	Twitter
----------	------------	----------	--------	---------

- 2 How much time do you spend on different social media sites?
 3 Does your company use social media sites to promote its products and services? Which ones?

Vocabulary

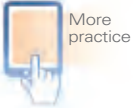
2 Write the names of the social media sites from 1 next to descriptions 1–5.

- 1 (started in 2003 by Reid Hoffman)
 People use this site to find contacts that will help them in their job or career. Users can post a professional profile with information about their qualifications and professional skills. It's a useful site for professional networking.
- 2 (started in 2006 by Jack Dorsey)
 This is a real-time information network which makes it possible to share information about events as they happen. Users can post information in short texts which can't be more than 140 characters (letters) long.
- 3 (started in 2004 by Mark Zuckerberg)
 This was the first social media site to become very popular. To join, you create a 'personal profile' and add other users as friends. Many people like to use this site to share messages, information, photos and videos with their friends online. Many companies also have a profile on this site.
- 4 (started in 2007 by David Karp)
 This is a microblogging platform and social-networking website. Users can post multimedia content and short blogs and also follow the blogs of other users. This site links to all the other popular social media sites. It has a lot of younger users who work in the arts and media and is growing faster than any other social media site.
- 5 (started in 2009 by Dennis Crowley and Naveen Salvadori)
 This is a location-based social-networking website for mobile devices such as smartphones. Users can tell their friends where they are from their mobile phones. When users 'check in' to a location (say where they are), they can also win points, prizes and special offers from businesses in that area.

3 Complete the sentences with the words in the box.

device link location network post profile share

- 1 'I don't understand what Twitter is for.' 'Well, tweets are a good way to information with lots of people very quickly.'
- 2 We can the new information on our Facebook page so our customers can find it quickly.
- 3 Thanks to social network sites, I now have a whole of friends and professional contacts all over the world.
- 4 My job title has changed, so I need to update my on LinkedIn.
- 5 A smartphone is a that you can use to make phone calls, but also to do other things such as surf the internet, send emails and edit documents.
- 6 Tumblr is a good way to with creative and artistic people and share ideas.
- 7 You can use your mobile phone to tweet from any – on a train, up a mountain, on the beach.



Grammar

Present continuous

He/She is/isn't checking her Facebook page.
I/You/We/They are/aren't spending lots of time networking.

Use the present continuous to talk about:

1 What is happening now/this moment

The sun isn't shining any more. It's starting to rain.

2 Something that is in progress or temporary.

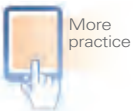
I'm staying with my parents while I look for an apartment.

He's reading a biography of the president.

>>> GRAMMAR REFERENCE PAGE 106

4 Complete the text about Twitter with the verbs in the box in the present continuous.

change develop do drink happen (x2) plan read stay



THE TWITTER REVOLUTION

Twitter invites users to post tweets in answer to the question 'What you 1?' or, more recently, 'What 2?' Tweets are always about what's happening now, this moment in 'real time'. People can use Twitter to tell the world about the book they 3 at the moment or even the cup of coffee they 4. And if something really exciting or important 5, for example, if the government has just fallen and there's a revolution starting in the place where you're on holiday or even if you discover your favourite celebrity 6 in the same hotel as you, then Twitter is the ideal way to communicate it. The immediate, real-time nature of Twitter also 7 the way companies communicate with their employees and customers. Smart businesses quickly discovered that 'tweeting' is an ideal way to tell the world about special offers and events they 8 or products they 9.



Speaking

5 Interview your partner. Find out what he/she is doing at the moment. Use the ideas in the box to make as many questions as possible.

projects / work on news stories / follow books / read music / listen
people / follow on Twitter TV programmes / watch

Start up

- 1 Think of at least two ways you could begin and end a conversation with a stranger. Compare your ideas with a partner.



- 2 The weather and the time are two topics you can use to start and end conversations. Complete the expressions.

- 1 It's terrible weather, isn't it? Look at that
- 2 Can you tell me what the is?
- 3 Do you know what this talk finishes?
- 4 It's a beautiful day, isn't it? The 's really hot.
- 5 It must be nearly time for
- 6 Is that the already? I didn't realise it was so late.



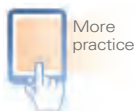
- 3 1.2 Listen and check your answers.

Vocabulary

- 4 Work with a partner. Look at the clock faces. Write the correct time from the box.



five past eleven four twenty half past three one fifty-five quarter past three
 seven forty-five ten past six ten to six twelve forty two o'clock



- 5 Write an alternative way of saying the time if you can. Compare your answers with a partner.
seven forty-five – quarter to eight

- 6 1.3 Listen and check your answers.

Say it right

- 7 1.4 Listen and underline the stressed syllables in the sentences. Circle any unstressed vowels which are pronounced 'ə'.

- 1 It's quarter past three.
- 2 We start at seven forty-five.
- 3 They arrive at eleven thirty.
- 4 We want to finish before quarter to one.
- 5 It's already half past two.
- 6 Can you get here for eight forty-five?

- 8 Practise saying the sentences in 7.

Reading

- 9 What do you understand by the term 'small talk'? Is it important to be able to make small talk in your language/culture? Compare your ideas with a partner.

- 10 Read the text about small talk. Are the sentences true or false?

- 1 People are usually interested in you.
- 2 Listening is as important as speaking.
- 3 Don't answer questions with just a 'yes' or a 'no'.
- 4 Personal questions are taboo in America.
- 5 Personal questions are fine anywhere in the world.
- 6 Jokes translate well across all cultures.

How to make successful small talk



Successful small talk can take you a long way in work and private life, so what are the dos and don'ts of small talk? Firstly, you're probably not as interesting as you think you are. Don't spend the whole time talking about yourself – focus on the other person. Try to create a conversation where everyone can contribute. It's good to be a person who listens, but it's not good to be totally silent; you need to create a balance between listening and talking.

Asking questions is also important if you want to make small talk successfully. They help you find out what you have in common with the other person and keep the conversation going. However, it's important not to go too far! When you're answering questions, try to answer with more than one word. Even if the question is a simple yes/no one, try to add a remark to keep the conversation going.

You also need to learn some safe topics depending on the culture you're in. In the USA, for example, the weather and physical surroundings are common topics, but it's also common to ask questions about people's families. However, in other cultures, such as South Africa, it's better not to talk about personal things in a work situation. Politics, sex and religion are potentially dangerous subjects in all cultures, so it's best to avoid these. In the USA, jokes about politicians, women and the elderly are common, but these are taboo in other cultures.



taboo – something that you must not say or do because it might offend or shock people

Listening

11 1.5 Listen to two conversations and tick (✓) the topic(s) in each conversation.

- 1 weather business gossip where they are
- 2 where they are TV family

12 Listen again and complete the phrases.

- 1 How things with you? 5 Really? I didn't
- 2 Really? That's
- 3 It's been nice
- 4 How's? 6 It's an location, isn't it?
- 7 Yes. It's
- 8 Well, it was nice you.



gossip – informal conversation, usually about people

Functional language

13 Write the phrases from 12 in the table.

Opening the conversation <i>How are things with you?</i>	Showing interest
Keeping the conversation going	Ending the conversation

Speaking

14 Work with a partner. Choose a topic from the box and have a conversation. Try to use some of the techniques and phrases from this lesson to keep the conversation going.

holidays sport travel TV weather work

Scenario: A question of time

- 1 Look at the social networking page for a Brazilian company in São Paulo. Answer the questions.
 1 What kind of company is it? 2 What services does it offer? 3 Do you think it's a successful business?

home profile friends photos more Log in

Casa Inglesa SP LIKE

About
 Casa Inglesa are your English language specialists in São Paulo. We specialise in English-language training for adults and children and offer in-company classes, exams training and other language services including technical translation and interpreting. We also run courses for learners of Portuguese.

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 Av Oscar de Moraes, 1212, Pinheiros, 05510-004 São Paulo – SP
 Tels 55 21 2523 3612 / 3732 6460
 www.casainglesaSPH.com.br

Post
Casa Inglesa SP Shared a link
 Casa Inglesa SP signed a new contract with Air Brasilia for English Language training of 600 flight attendants and other personnel.

Director: Kate Peroni
Owner: Jordi Morales

- 2 You're going to hear a meeting between Jordi Morales and Kate Peroni. Before you listen, match the words 1–4 with their meanings a–d.

1 shift	a make better
2 exhausted	b very tired
3 schedule	c a period of work time, usually eight hours, during the day or night
4 improve	d a list of what a person is doing and at what time

- 3 1.6 Listen to the meeting and answer the questions.
 1 What problem is the school having at the moment? 4 What two problems does Kate have with the staff?
 2 What time do the new shifts begin and end? 5 Who's exhausted?
 3 What don't the teachers like?
- 4 1.7 Two of the Casa Inglesa teachers, Rebekah and Hernani, are talking in the staffroom. Listen to their conversation and look at the timetable. Write the hours each person works and the problem he/she has.



REBEKAH,
ENGLISH TEACHER

Working hours 1
 Problem 2



HERNANI, ENGLISH AND
PORTUGUESE TEACHER

Working hours 3
 Problem 4

Casa Inglesa SP

TIMETABLE

	Monday–Friday
7.30–13.30	In-company early classes
	Morning classes – adults and business English
School closed	
14.30–22.30	Children and teenage classes
	Exam preparation
	Night school classes

5 Read the emails and complete the information about the teachers' hours and problems.

To: Jordi Morales
 From: Consuela di Ribeiro
 Subject: Resignation
 Dear Mr Morales

For the last month, I've had to work two shifts every day – from 7.30 to 9.30 in the morning and then from 5.30 to 10.30 in the evening. I live a long way from the school, so this is especially difficult for me. I have to make the 50-minute journey between my house and the school four times a day! I wanted to exchange my morning classes with my colleague, Tim Barton, but Kate said this isn't possible and if I can't work these hours, I will have to leave. I've worked here for seven years and am one of your most experienced teachers. Do I really have to resign? Is there no other solution?

Yours sincerely
 Consuela di Ribiero

To: Kate Peroni
 From: Tim Barton
 Subject: Working hours
 Kate

I have just received my new timetable and I see that my classes this year are from 2.30 to 5.30 – right in the middle of the afternoon. As you know, I'm only working part-time at the moment because I'm studying for a diploma at the university. I want to be flexible, but these hours are almost impossible for me. I often have lectures in the afternoon. Is there any way I could exchange these classes with someone who works in the morning?

Best wishes
 Tim



CONSUELA, ENGLISH AND PORTUGUESE TEACHER

Working hours 1

Problem 2



TIM, ENGLISH TEACHER

Working hours 3

Problem 4

6 The teachers at Casa Inglesa decide to hold a meeting to discuss the problems. Work in groups of four and take the role of one of the teachers. Rebekah, look at page 96. Hernani, look at page 100. Consuela, look at page 104. Tim, look at page 105.

- Read your role card and look again at the information about your character from 4 or 5. Make notes.
- Before the meeting starts, spend a few minutes making small talk with the person sitting next to you. See your role card for details.
- When the meeting starts, take turns speaking to the whole group. Tell everyone what your problems are and say what you would like to change.
- As a group, produce a list of suggestions about things that Kate and Jordi can do to make the teachers happy and improve the situation at Casa Inglesa.