

Objectives

- Describe your job and the people you work with
- Talk about work activities
- How to say goodbye
- Making suggestions



First published in 2024 by mYngle

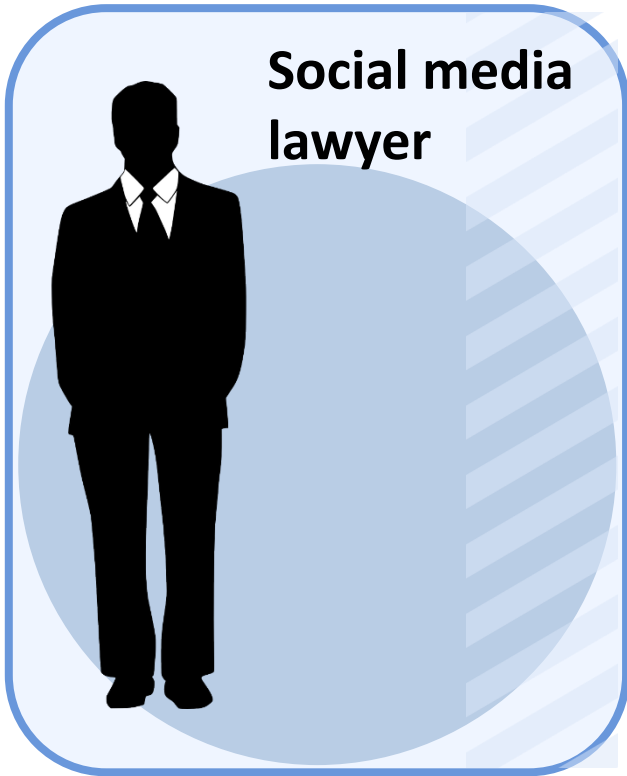
© mYngle BV, 2024

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the prior written permission of mYngle, or as expressly permitted by applicable Dutch law.

You may not distribute, share, or circulate this content without explicit authorization from mYngle. Any unauthorized distribution or reproduction is strictly prohibited and may result in legal action.

This digital edition is published exclusively by mYngle.

1. Look at the jobs of the future and discuss what these people do. Check your ideas on the next page.



2. Which of the jobs are the most / least real in your opinion?

Virtual identity defender



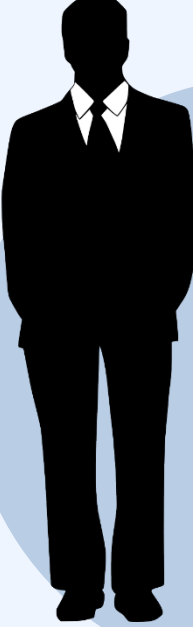
protects online identities using digital watermarks

Space tourism guide



shows tourists space

Social media lawyer



protects online profiles and solves cybercrimes

Virtual reality experience designer



creates computer worlds

Virtual teacher



teaches people online

AI business manager



Promotes and sells AI to companies

3. Read the texts and answer the questions.

1. What's his main job?
2. Who does he work with?
3. What does he deal with?



Booking.com

Glenn Fogel is a CEO. He **works for** Booking.com. His **main job is to** lead the organization. Every day, he **works with** many employees. These people work in different parts of the company. Glenn's job **involves** business trips and **consists of** making big decisions. He helps to make the company better. Glenn **takes part in** many meetings and talks to other top managers. They plan how to make customers happy. Glenn also **deals with** problems. Sometimes, things do not go as planned. When this happens, Glenn and his team work hard to solve these problems. Glenn's job is very important. He makes sure that people can book hotels and trips easily.



amazon

Jeff Bezos is a successful business leader and the founder of Amazon. He **works for** Amazon as the Executive Chair. His **main job is to** guide the company into the future. He **works with** other top managers and leaders at Amazon. Together, they make important decisions. Jeff Bezos is **involved in** many projects. He **deals with** big ideas and strategies to help Amazon grow. He believes in the "two pizza rule." This means if two pizzas aren't enough for a team, the team has too many members. He also says he tries to make three good decisions a day. Jeff Bezos **focuses on** creating new plans and making sure Amazon stays a leader in the world.

4. Complete the sentences with prepositions.

- **for** 1. A project manager **works** _____ a team of designers.
- **with** 2. The CEO **focuses** _____ strategic planning.
- **with** 3. Thomas **takes part** _____ business development meetings.
- **of** 4. Maria **works** _____ an international marketing firm.
- **in** 5. An HR coordinator **is involved** _____ recruitment.
- **on** 6. Our sales team **consists** _____ ten people.
- **in** 7. A customer service representative **deals** _____ questions and complaints.

5. Complete the sentences with your ideas. Use the phrases in bold from exercise 4.

1. A Public Relations manager's work consists _____
2. A psychologist deals _____
3. A team leader takes part _____
4. A sales representative is someone who _____ on sales targets.
5. A software engineer is involved _____
6. A consultant works _____

6. Tell your teacher / partner about your job. Speak about:

- main responsibilities
- tasks and projects
- problems
- people you work with

extra writing

Imagine that you need to complete your LinkedIn profile. Describe your responsibilities at work **(50-70 words)**.

extra vocabulary

be in / keep in / stay in contact

E.g. In his job, he keeps in contact with many different people.

1. Look at some unusual jobs. What do you think are the responsibilities? Which job do you like?

Dog food taster



Water slide tester



Professional cuddler



Professional sleeper



Golf ball diver





2. Listen to four people talking about their jobs and complete the table.

Audio 2.1



	Giovanni	Sandra	Drew	Rachel
Job				
Company				
Responsibilities				
Works with (people)				
Current project				



3. Complete the table.

Verb	Person	Action / process
		consultation
organize		
	producer	
train		
	supplier	
	manager	
develop		
analyze		
		distribution
		employment



Audio 2.1

4. Complete the sentences with the correct form of the word on the right. Then listen again and check.

1. I work with a team of _____ and designers.

2. I work with all staff and _____.

3. I deal with _____.

4. I'm a marketing _____.

5. I work with _____.

6. I deal with _____ and _____.
- **DEVELOP**
 - **MANAGE**
 - **EMPLOY**
 - **ANALYZE**
 - **SUPPLY**
 - **ORGANIZE / DISTRIBUTE**

5. Complete the questions.

- | | |
|---------------|---------------------------------------|
| a. employees | 1. Who is the _____ of your team? |
| b. suppliers | 2. What _____ does your company make? |
| c. distribute | 3. How do you _____ your workday? |
| d. products | 4. Who are your _____? |
| e. organize | 5. What training do _____ receive? |
| f. manager | 6. How do you _____ your products? |

6. Answer the questions in exercise 5.

extra writing

Answer the question:

What is your favourite responsibility at work? **(60-80 words).**

extra vocabulary

run - to be in control of something.

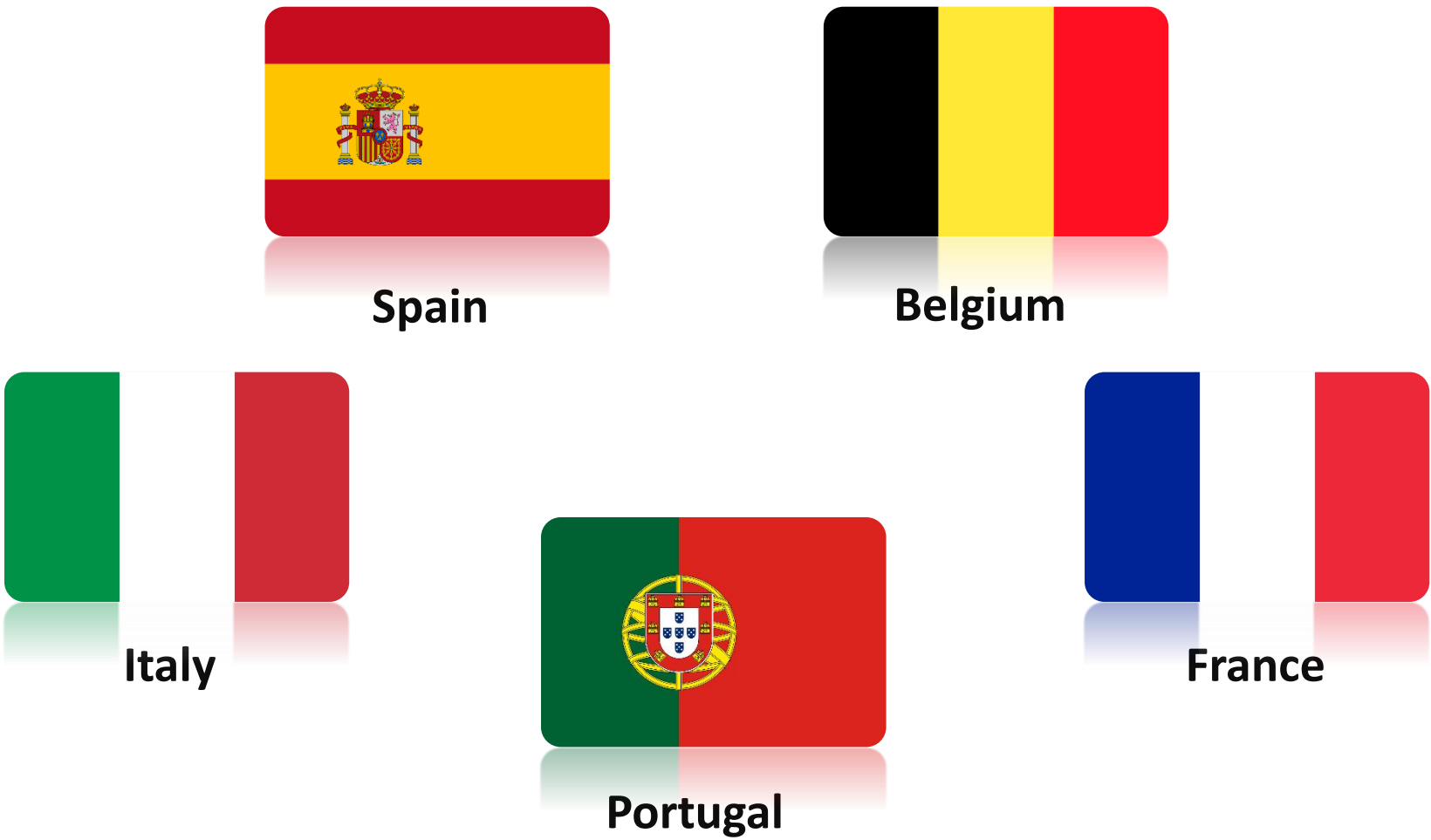
E.g. He runs an oil company.

1. Look at the pictures. What are the people doing?



2. Match the pictures (a-d) with the names of desserts (1-5) and the countries of origin.

- 1. Churros
- 2. Tiramisu
- 3. Pastel de Nata
- 4. Crème Brûlée
- 5. Belgian Waffles



3. Listen to the interview and answer the questions.



Audio 2.2

- 1. What does Dolci Delights produce?
- 2. What is Marco's main job?
- 3. How is Dolci Delights developing?
- 4. What is Marco currently working on?
- 5. What is the purpose of the new training program?

4. Put rules (a-f) in the correct column: *Present Simple* or *Present Continuous*.

Present Simple	Present Continuous

- a. actions happening now, at this moment
- b. regular actions (daily routines) and permanent facts
- c. actions happening over a longer period of time
- d. is formed using the verb to be + ing form of the verb
- e. is used with adverbs: often, sometimes, always, usually
- f. is used with the expressions: at the moment, now, this week / month etc.

Present simple and present continuous

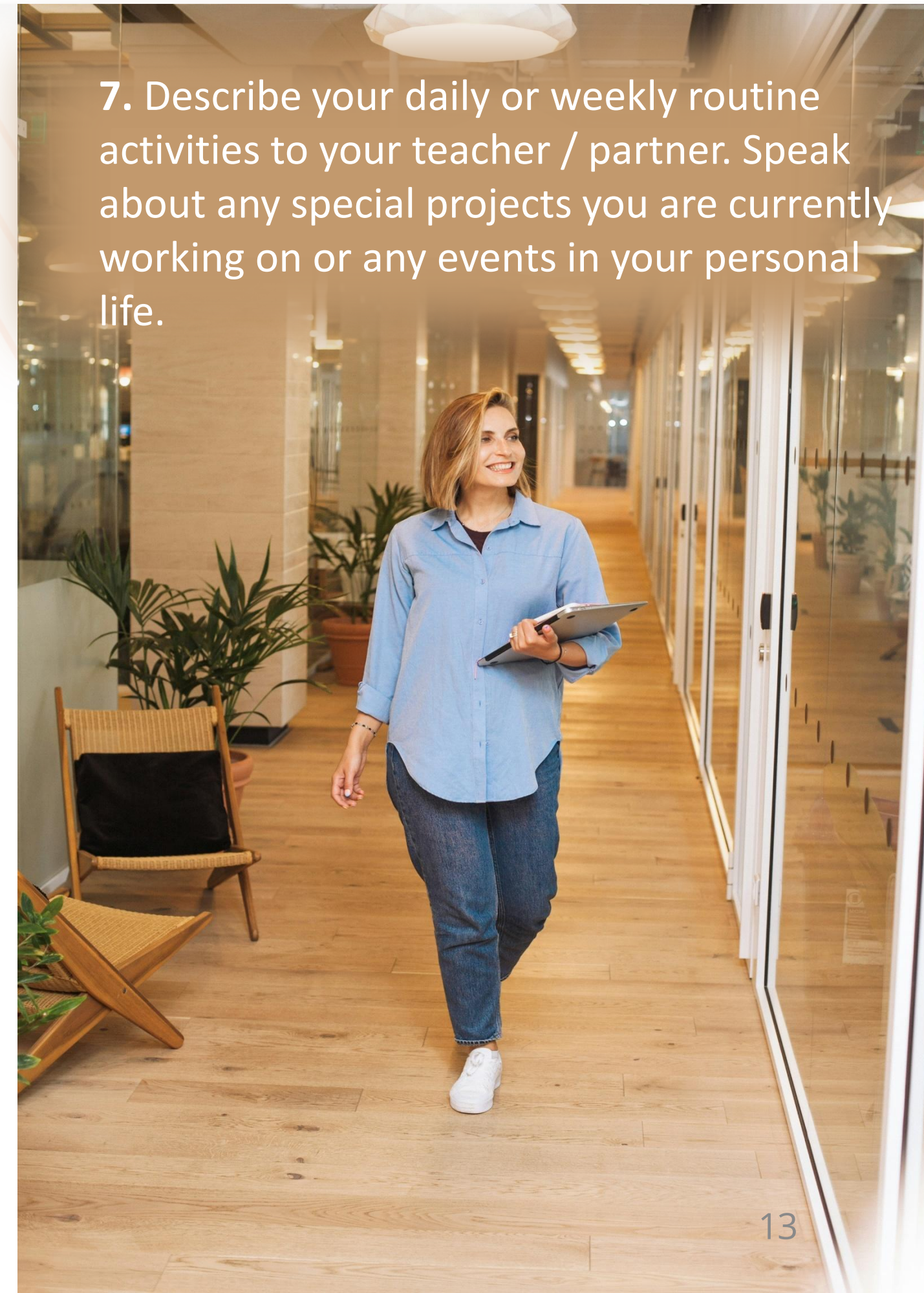
5. Choose the correct verb.

1. The marketing team **(develops / is developing)** a new ad campaign this week.
2. The sales department **(updates / is updating)** the database every Friday.
3. He **(works / is working)** for a big car company.
4. She **(uses / is using)** the computer right now to send emails.
5. Every week, our boss **(has / is having)** a meeting with the staff.
6. Look! The workers **(build / are building)** a new office next to ours.
7. Tom **(wants / is wanting)** to become an engineer.
8. My colleagues usually **(drink / are drinking)** coffee at 10 a.m.
9. Our team **(plans / is planning)** a party for the boss's birthday.

6. Put the verbs in the correct tense (Present Simple or Present Continuous).

My day (begin) _____¹ at 9 o'clock. I (get) _____² to my desk and (check) _____³ emails. I (work) _____⁴ in a big company, and we (sell) _____⁵ many products. Every day, I (have) _____⁶ many tasks. I (meet) _____⁷ my team at 10 a.m. every day and we (talk) _____⁸ about our tasks. You can see me in the office in this photo - I (sit) _____⁹ at my desk. My friend (prepare) _____¹⁰ a report now and my manager (plan) _____¹¹ the schedules for everyone. Usually, we (not work) _____¹² past 7 p.m., but there is a new project. So we (work) _____¹³ late this week.

7. Describe your daily or weekly routine activities to your teacher / partner. Speak about any special projects you are currently working on or any events in your personal life.



1. Answer the questions:

1. When you say goodbye in your culture, do you:

- shake hands
- hug
- kiss
- bow
- wave goodbye after a Zoom / Teams meeting

2. How would you say goodbye to:

- a colleague
- a client / customer
- a friend
- your boss
- a relative



Audio
2.3

2. Listen to 5 conversations and complete the table.

	Relationship/ Situation	Formal/informal
Conversation 1		
Conversation 2		
Conversation 3		
Conversation 4		
Conversation 5		





Audio
2.3

3. Listen again to Conversation 3, 4, 5 and complete the sentences.

Conversation 3:

1. It's late. I'm _____!
2. Not yet. I'll do more tomorrow. _____ in the morning.
3. Okay. _____ and _____!
4. Thanks, you too. _____!

Conversation 4:

1. _____ time!
2. _____, Jake. Have _____!

Conversation 5:

1. Alright, I should _____. _____ back home!

4. Which of the phrases from exercise 3 would you use to say goodbye to:

- a. your colleague
- b. your client / customer
- c. your boss



5. Read the expressions below. Work with your teacher / partner.
Practise saying goodbye to:

- your colleague on a Friday evening
- someone at the airport
- your client / customer after a meeting
- your boss
- a person you have met for the first time

- Bye!
- See you later!
- See you soon! / Speak to you soon.
- Take care!
- Goodbye!
- Have a good (nice) day!
- Have a good one!
- See you tomorrow!
- Until next time!
- Goodnight!
- Catch you later!
- Safe travels! / Travel safely! (if someone is going on a journey)
- Drive carefully.
- See you next time!
- I'm off now!
- Talk to you later!
- I'll be in touch.



1. Read the suggestions below. Which ideas do you like / dislike? Discuss them with your teacher / partner.

Let's introduce the 'English only' policy in our company.

Why don't we work only 4 days a week?

What about organizing a team-building event?

We could all take turns leading the meeting to improve speaking skills.

It might be a good idea to work from 7 a.m. to 4 p.m. in summer.



Audio
2.4

2. Listen to the conversation between an employee and an HR manager and complete the notes. Which suggestions were accepted? Which were declined?

Suggestions:

- 1. _____
- 2. _____
- 3. _____
- 4. _____



Audio
2.4

3. Match (1-8) with (a-h). Then listen again and check.

1. **How about** we look _____
2. **Unfortunately**, I _____
3. **What if** we offer you _____
4. **I don't think** _____
5. **What about** _____
6. **It might be a good idea to** _____
7. **That sounds** _____
8. **Let's** schedule a time next week _____

- a. work together with our marketing team.
- b. good.
- c. to discuss a project you can start with.
- d. marketing?
- e. that's a good idea,
- f. a position in the logistics department.
- g. at a job in the design team?
- h. don't think it's possible at the moment.

extra vocabulary

- **suggest + noun:**
E.g. I can suggest a good restaurant.
- **suggest + ing:**
E.g. I suggest travelling together
- **suggest + that:**
E.g. I suggest that we ask someone for help.
- ~~**suggest + to + verb**~~
I suggest to ask...



4. Read the Key expressions. Ask your teacher if you don't understand any of them.

Making suggestions

- How / What about ...?
- Let's...
- Why don't we...?
- We could...
- What if we...?
- Maybe we should...
- It might be a good idea to...
- Do you want to...?
- Would you like to...?
- Could we...?

Accepting suggestions

- That sounds good.
- Sure, let's do that.
- I like that idea.
- Great suggestion!
- Why not? Sounds great.
- I think that's a good idea.
- Yes, I agree.
- That works for me.

Declining suggestions

- I'm not sure about that.
- Maybe another time.
- I don't think that's a good idea.
- That doesn't work for me.
- Perhaps something else?
- Not today, maybe another day.

5. Work with a partner. Read the list of suggestions (1-9).

Student A: makes a suggestion. **Student B:** accepts or declines it. Use the Key expressions.

Example:

Student A: Let's start work at 7 a.m. to finish tasks.

Student B: I'm not sure about that.

- ~~1. start work at 7 a.m. to finish tasks~~
2. take more coffee breaks
3. have meetings standing up to keep them short
4. work together on important tasks
5. switch off personal mobile phones to focus on work
6. do more online courses
7. eat lunch with a different coworker
8. use less paper to save trees
9. go to work by bike

Making suggestions

- How / What about ...?
- Let's...
- Why don't we...?
- We could...
- What if we...?
- Maybe we should...
- It might be a good idea to...
- Do you want to...?
- Would you like to...?
- Could we...?

Accepting suggestions

- That sounds good.
- Sure, let's do that.
- I like that idea.
- Great suggestion!
- Why not? Sounds great.
- I think that's a good idea.
- Yes, I agree.
- That works for me.

Declining suggestions

- I'm not sure about that.
- Maybe another time.
- I don't think that's a good idea.
- That doesn't work for me.
- Perhaps something else?
- Not today, maybe another day.

6. Work with your teacher / partner. Read the situations and discuss them.

Situation 1

Student A

Student B is coming to your city for a conference. It's not his/her first time in the city. Suggest what he / she should do / see.

Student B

You are going to Student A's city for a conference. It's not your first time there. Listen to Student A's suggestions. Accept or decline.

Situation 2

Student A

You are an employee. You are not happy with your job because it's boring and you work too much. Listen to the HR manager's (Student B's) suggestions. Accept or decline.

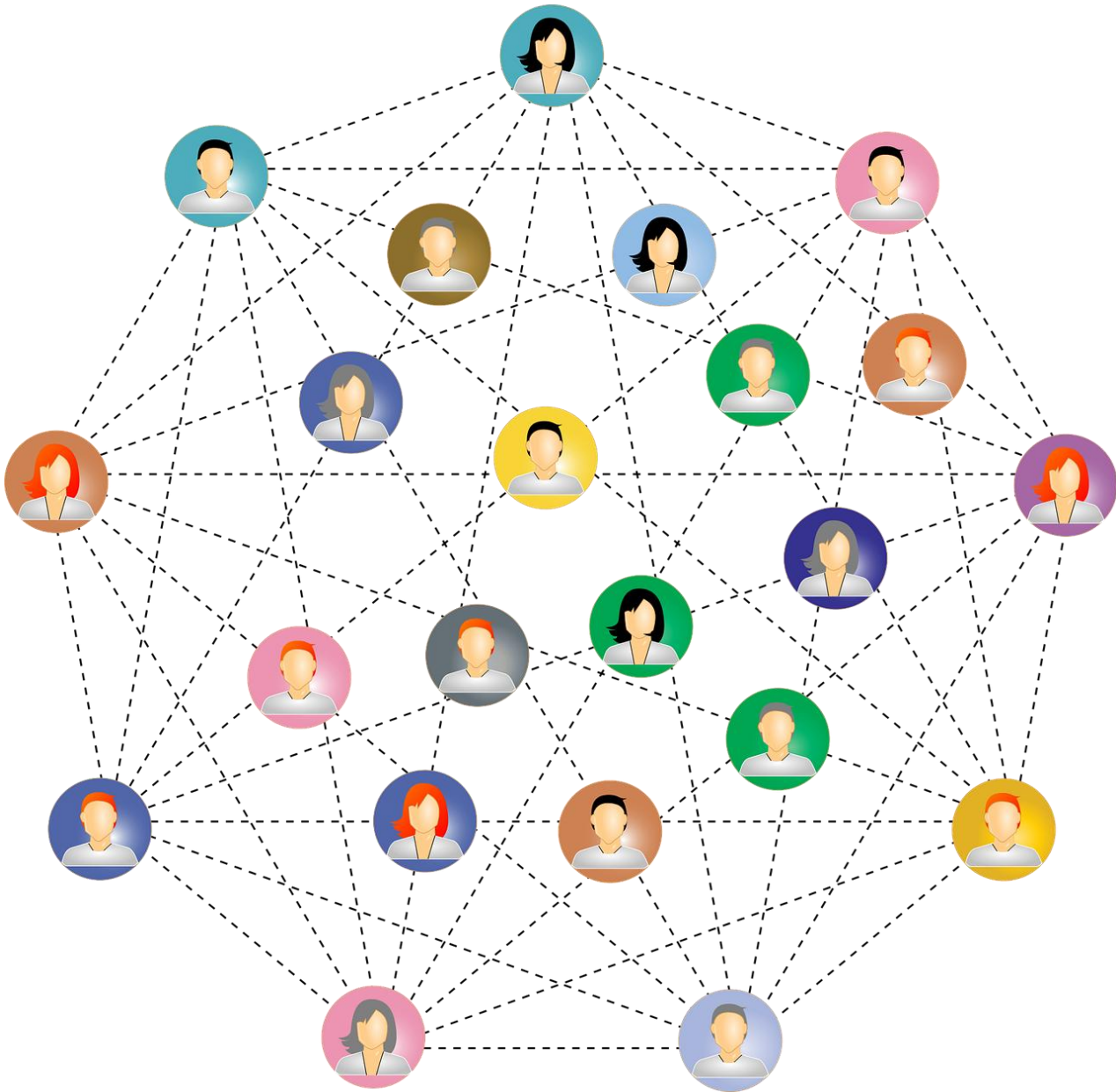
Student B

You are an HR manager. Student A is not happy with his/her job because he/she works too much, the job is boring and the boss is rude. Suggest what he / she should do.

extra writing

How can you improve communication with clients / customers at work? Write a list of 7 suggestions.

1. Look at the pictures below and try to guess what ‘Six degrees of separation’ is.



2. Read the text and answer the questions.

1. What is "six degrees of separation"?
2. Who is Stanley Milgram?
3. What did he do?
4. Are we now closer to each other because of social media?

The "six degrees of separation" is an idea that says that all people in the world are connected through friends in just six steps or less. Think of it as a game. For example, you want to meet Tom Hanks, a famous actor.

1. You know your neighbor (1st degree).
 2. Your neighbor knows a local journalist (2nd degree).
 3. This journalist has interviewed a director (3rd degree).
 4. The director worked with an actress (4th degree).
 5. The actress is friends with Tom Hanks (5th degree).
- So, you are just five connections away from Tom Hanks in this example.

This idea started from a story by Frigyes Karinthy. In the story, people guess that they can connect to anyone in the world through just a few friends.

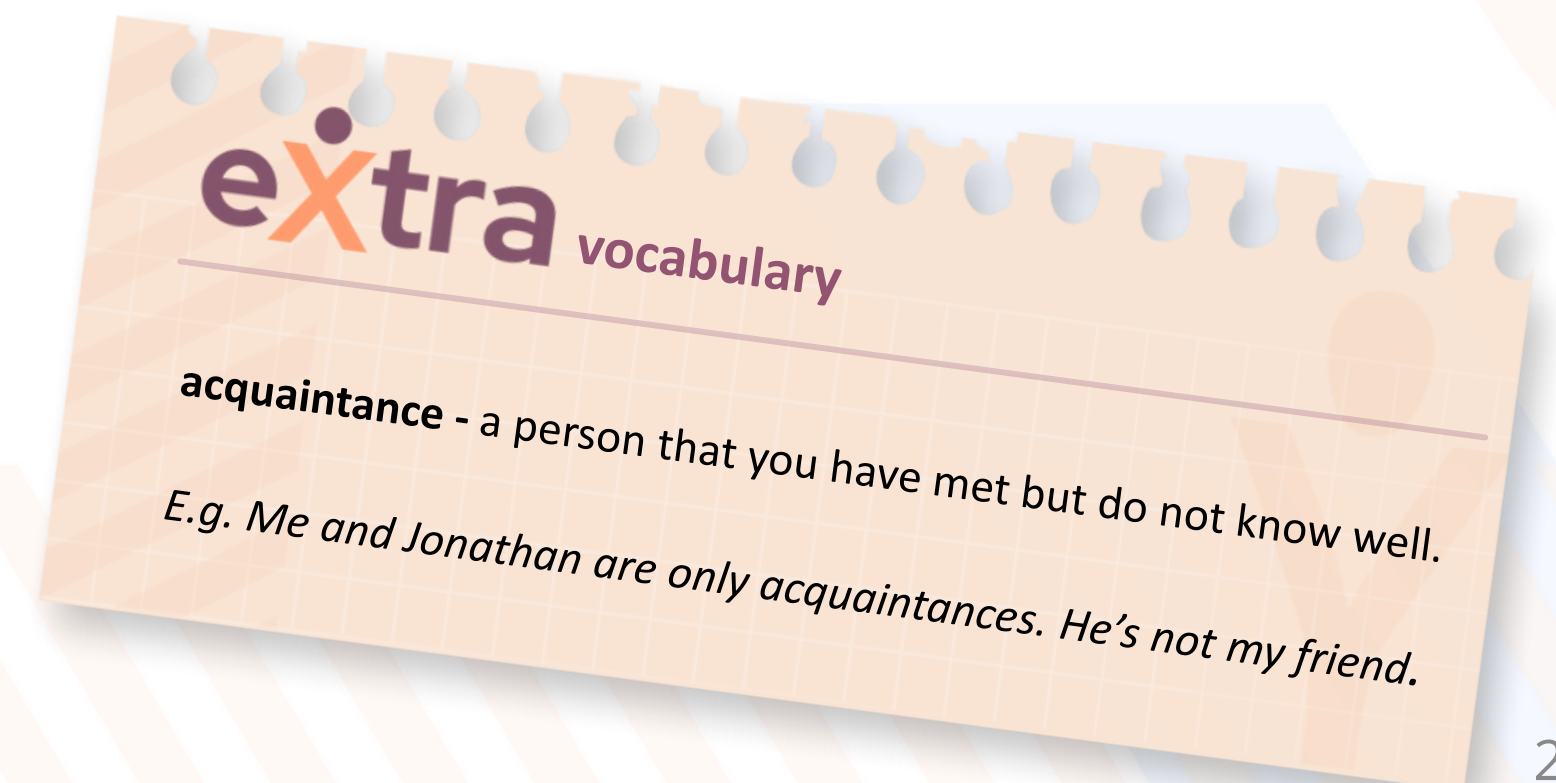
Later, in the 1960s, a Harvard psychologist named Stanley Milgram did an experiment. Stanley sent packages to 300 people who lived in Boston and Nebraska and asked them to pass the packages through friends until they reached a specific person in Boston. Most of these packages didn't arrive. But 64 packages did! They went to about five friends before they got to the last person. This experiment showed that the idea might be true.

Nowadays, with the internet and travel, some people think that the world is smaller and we are all connected by even fewer steps.

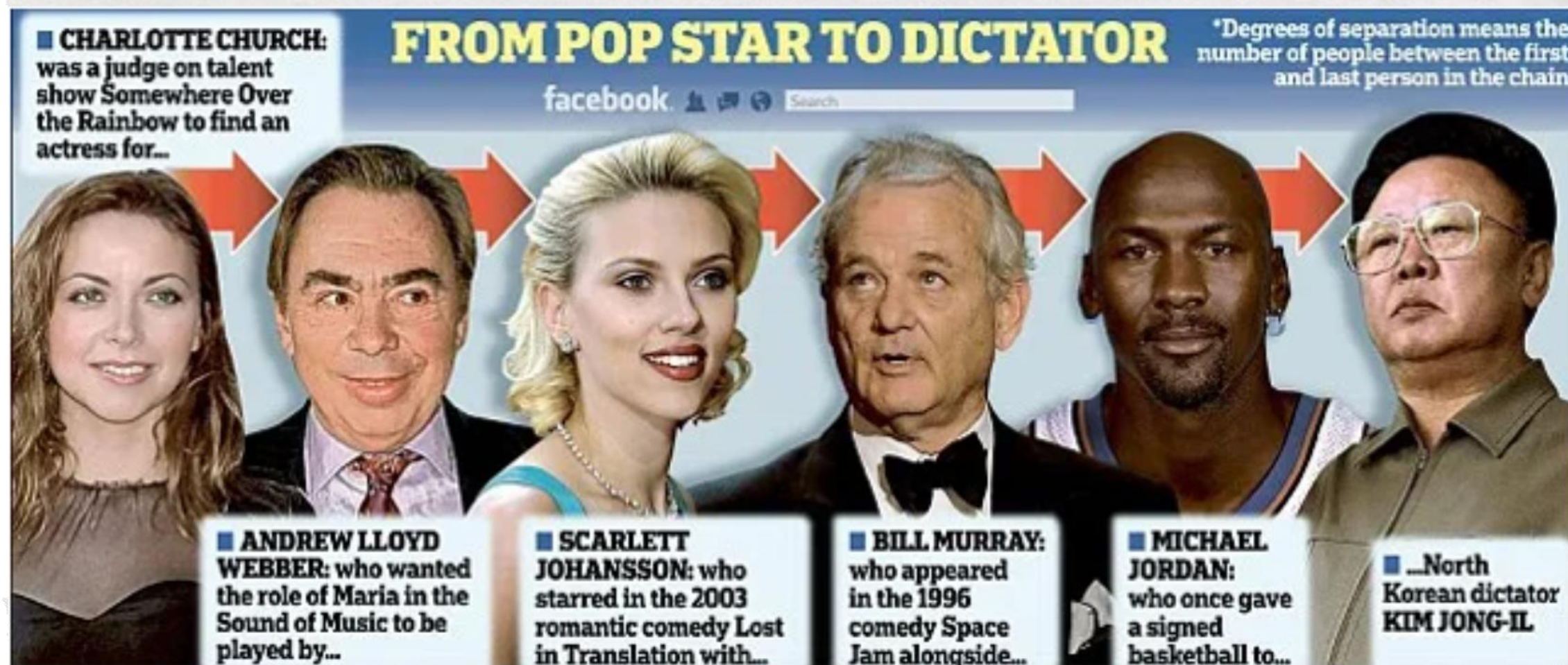


3. Answer the questions.

1. Do you believe in Six degrees of separation?
2. Can you think of a time when you met someone through a friend of a friend?
3. How do you think we can connect to someone far away?
4. How can social media help us connect with others?
5. Who is someone famous you would like to meet? How could you connect with them?
6. How do you think traveling can help us meet new people?
7. Do you think it is easier to connect with people now than in the past? Why?



4. Read the example and test Six degrees of separation.



Starting Point: Write down the names of at least three people you know very well.

Research: Remember something interesting or unique about each of these people, like their job, hobbies, or who they know.

Connection Path: Using what you know, try to create a path from you to J.K. Rowling. You may imagine jobs, places, or friends.

Presentation: Draw a map showing each step from you to the author. Under each step, write one sentence about how this person could connect you to the next person in the chain.

5. Read the task.

Student 1: Choose a famous person and tell Student 2 his/her name.

Student 2: Try to find a path to connect with this famous person.



1. Complete the questions with prepositions.

1. What company do you work ____?
2. Who do you work with ____?
3. What nationalities does your team consist ____?
4. What problems at work do you deal ____?
5. What project are you involved ____ now?
6. What tasks do you focus ____?

2. Answer the questions in exercise 1.

3. Choose the correct suffix: -ment or -tion.

1. We have a _____ with the team tomorrow.
2. She is looking for _____ in a new city.
3. Our _____ helps people find jobs.
4. The company is focused on the _____ of new products.
5. The _____ of cars increased this year.
6. He is in _____; he makes many decisions.
7. The _____ of goods happens every Friday.

- CONSULT
- EMPLOY
- ORGANIZE
- DEVELOP
- PRODUCE
- MANAGE
- DISTRIBUTE



4. Write the jobs.

1. Sam advises companies on how to improve; he is a _____.
2. Lisa runs a company; people work for her; she is an _____.
3. Tom plans and arranges events; he is an _____.
4. Jenny teaches people how to exercise; she is a _____.
5. Raj provides products to stores; he is a _____.
6. Alex creates software; he is a _____.

5. Are the underlined verbs right or wrong? Correct them where necessary.

1. You need to finish the report by Friday.
2. He think about a solution for the problem.
3. She works with clients from many countries.
4. Our team is meeting every Monday to discuss problems.
5. Sometimes they are working from home.
6. How often do you travel for business?

6. Put the verb into the correct form: present simple or present continuous.

- 1. She (to work) _____ on the new project right now.
- 2. The CEO (to give) _____ a speech at the annual meeting every year.
- 3. Our team (to meet) _____ up to brainstorm ideas every Wednesday.
- 4. The company (to expand) _____ into Asian markets this year.
- 5. He always (to answer) _____ his emails before lunchtime.
- 6. At the moment, our department (to work on) _____ several new strategies.

7. Put the conversation in order.

1. _____

2. _____

3. _____

4. _____
- a. **Jamie: I think that's a good idea.** We can prepare better.

b. **Bob: What if** we meet on Wednesday afternoon instead?

c. **Bob: Let's** have our team meeting on Monday morning.

d. **Jamie: I'm not sure about that.** Mondays are busy with answering emails from the weekend.

8. Say goodbye in different ways.

1. **Your boss:** Goodbye!
You: _____

2. **Your colleague:** Goodbye!
You: _____
3. **Your client:** Goodbye!
You: _____

4. **Your best friend:** Goodbye!
You: _____