

Orange Nacaroons

'Whoever said money can't buy happiness didn't know where to shop.'

>

Gertrude Stein, novelist, poet, playwright

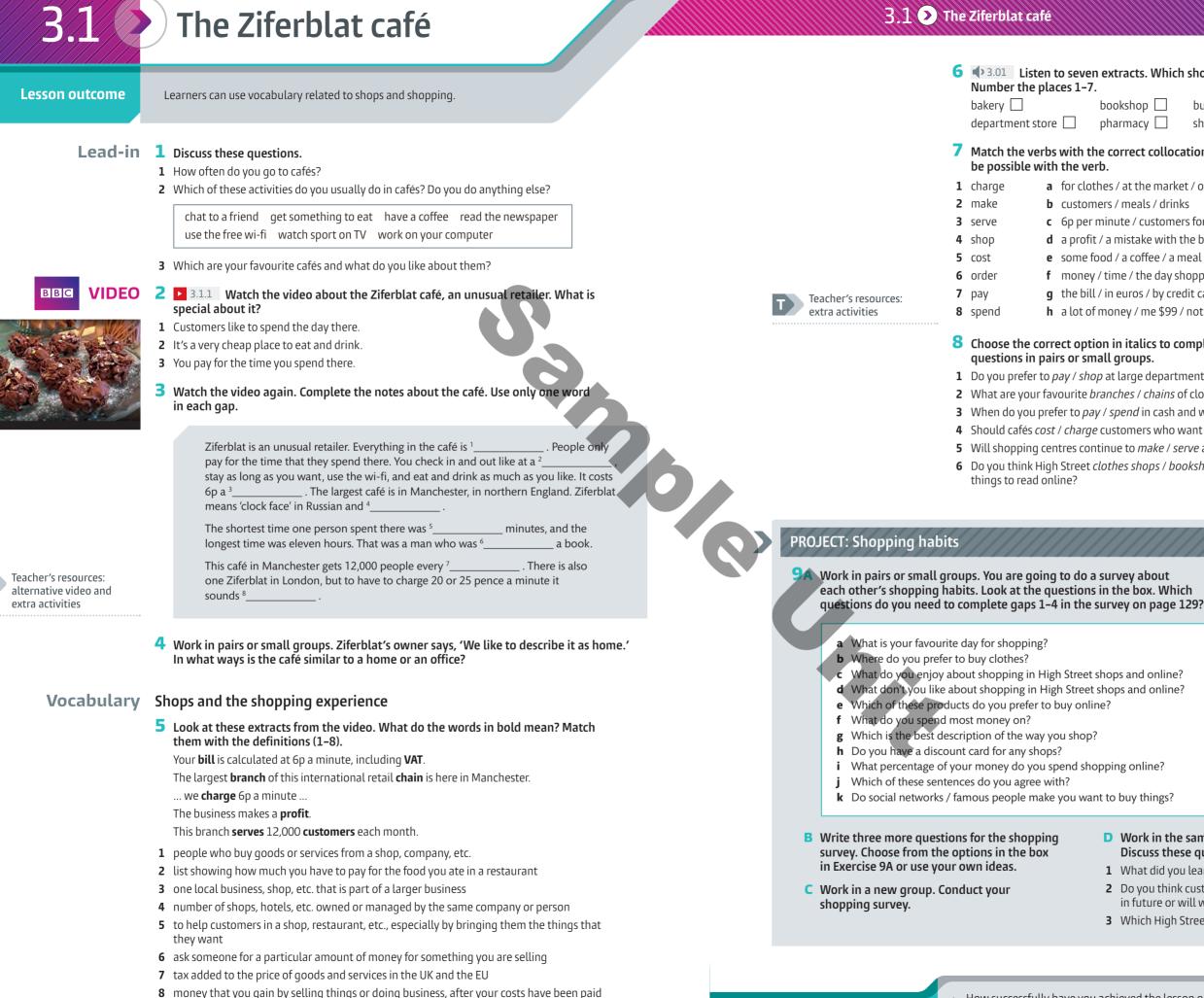
Unit overview

3.1 >	The Ziferblat café Lesson outcome: Learners can use vocabulary related to shops and shopping.	Video: An unusual café Vocabulary: Shops and the shopping experience Project: A survey about shopping habits	
3.2 >	The retail experience Lesson outcome: Learners can tell a simple story about past events and activities.	Listening: Shopping experiences Grammar: Past Simple and Past Continuous Writing: Writing a tweet	
3.3 >	Communication skills: Solving workflow problems Lesson outcome: Learners are aware of different decision-making styles and can use a range of expressions to facilitate a decision-making meeting.	Video: Dealing with a problem Functional language: Solving problems Task: Dealing with a workflow problem	
3.4 >	Business skills: Presenting results Lesson outcome: Learners are aware of the importance of structuring a presentation and can use a range of phrases to present results in an organised way.	Listening: A presentation Functional language: Signposting a presentation Task: A presentation	
3.5 >	Writing: An online review form Lesson outcome: Learners can complete a simple online review form about a restaurant or hotel.	Model text: An online review Functional language: Phrases from a review Grammar: Types of adverbs Task: An online review	
Business workshop 3:p.92Review 3:p.106Pronunciation:3.2 Past SimpleGrammar reference:p.1203.3 Stress in short sentences9.115			

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Violet Macaroons

The Ziferblat café



Self-assessment

How successfully have you achieved the lesson outcome? Give yourself a score from 0 (I need more practice) to 5 (I know this well). • Go to My Self-assessment in MyEnglishLab to reflect on what you have learnt.

6 1 3.01 Listen to seven extracts. Which shop do the people want to go to?

bookshop 🗌 pharmacy

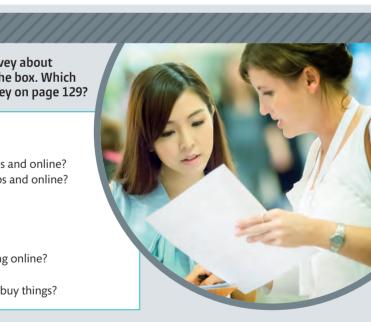
butcher's 🗌 shopping centre clothes shop

7 Match the verbs with the correct collocations. <u>All</u> the words in the group must

- a for clothes / at the market / online
- **b** customers / meals / drinks
- **c** 6p per minute / customers for the wi-fi / JP¥15,000
- **d** a profit / a mistake with the bill / coffee
- e some food / a coffee / a meal
- **f** money / time / the day shopping
- **q** the bill / in euros / by credit card
- **h** a lot of money / me \$99 / nothing

8 Choose the correct option in italics to complete the questions. Then discuss the

- **1** Do you prefer to *pay / shop* at large department stores, smaller shops or online? Why? 2 What are your favourite *branches / chains* of clothes shops?
- **3** When do you prefer to *pay / spend* in cash and when by card?
- 4 Should cafés cost / charge customers who want to use their wi-fi?
- 5 Will shopping centres continue to *make / serve* a profit in future? Why? / Why not?
- 6 Do you think High Street *clothes shops / bookshops* have a future or will people buy



- **D** Work in the same pair or group as in Exercise 9A. Discuss these questions.
- **1** What did you learn from the answers to your survey?
- **2** Do you think customers will still want High Street shops in future or will we all shop online?
- 3 Which High Street shops do you think will survive?

The retail experience 3.2

Lesson outcome

Learners can tell a simple story about past events and activities.

Lead-in 1A Work in pairs. Match the words in the box with the photos.

bazaar convenience store covered market magic mirror self-service try something on







c both of them

b She doesn't like the food **c** It's too difficult to buy

c It doesn't work very well.

things with the codes

- B Have you ever shopped in places like these or used augmented reality?
- Listening 2 (1) 3.02 Listen to three people talking about recent shopping experiences. Which person do you think had the best retail experience? Which person had the worst?
 - 3 Choose the correct option. Listen again if necessary. Extract 1
 - 1 Who was in Istanbul for work?
 - a the man **b** the man's wife
 - 2 What does the man say about their visit to the Grand Bazaar? **a** They were there a long time. **b** They visited everything. c They didn't buy anything.

Extract 2

- **3** How does the woman feel about the magic mirror?
- **a** She likes it. **b** She doesn't like it.
- **4** Why didn't she buy anything at the store?
- **a** She didn't have any money. **b** She didn't like anything. c She couldn't decide.

Extract 3

a It's a really useful shop.

- 5 What does the woman say about ordering food in restaurants in China?
 - **a** Her colleagues help her. **b** It's often difficult. c It's not hard.
- 6 How does she feel about the automated shop?
- Teacher's resources: extra activities

Grammar Past Simple

4A 4 3.03 Complete the extracts from the dialogues with the correct Past Simple form of the verbs in brackets. Then listen and check.

it sells or the service.

- _(have) a nice holiday? you ____ 1
- **2** ... the carpet seller (serve) us tea when we (sit) down ...
- _ (can) try on different styles and colours ... **3** |
- **4** ... when I (leave) the store, they (send) me a list ...
- **5** | (not speak) much Chinese when I ____ (arrive) here ...
- 6 When I __(choose) my food ... _(go) in, I _
- B What word do we use to form negative sentences and questions in the Past Simple?
- C Which verbs in Exercise 4A are regular and which are irregular?
- page 120 See Grammar reference: Past Simple and Past Continuous

Sonia:	We ¹
	from Piot
Tony:	Again? ³ _
Sonia:	No, not th order. He ^s
Tony:	That sour Manager
Sonia:	No, I ⁸ she starts
Tony:	Yes, you'r
	Tony: Sonia: Tony: Sonia:

be get meet not come

extra activities

page 115 See Pronunciation bank: Past Simple

Past Continuous

- What **was** I **thinking**? Sorry! Did I interrupt you? Were you eating?
- - Student A: Ask your partner:

'What were you doing yesterday at ... ?'

7 o'clock in the morning 10 a.m. 2 p.m. 6 o'clock in the evening midnight

8 Write three tweets for your followers on social media. You can invent any details you like. Use a maximum of 280 characters and the Past Simple and Past Continuous. Write about:

- 1 a recent or memorable shopping experience.
- 2 what you did at work or college yesterday.
- 3 what you did last weekend.



's resources:

/riting

extra activities

from 0 (I need more practice) to 5 (I know this well).

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5		.04 Complete the dialogue with the correct Past Simple form of the verbs ne box. Then listen and check.		
	Tony:	So, how was work when I was away last week?		
	Sonia:	We ¹ very busy without you. We ² another big order from Piotr.		
	Tony:	Again? ³ he us for the last order?		
	Sonia:	No, not the full amount. I ⁴ him an email about it when I received the new order. He ⁵ me immediately and ⁶ he'll pay us this week.		
	Tony:	That sounds good. And ⁷ you the new Marketing Manager when she started last week?		
	Sonia:	No, I ⁸ her. She definitely ⁹ to the office. In fact, I think she starts this week.		
	Tony:	Yes, you're right! I ¹⁰ it was last week.		

6 Look at these extracts from the dialogues. How do we form positive sentences, negative sentences and guestions in the Past Continuous?

She **was working** Monday to Friday but she **wasn't working** at the weekend. We were browsing for hours but we weren't looking for anything specific.

→ page 121 See Grammar reference: Past Simple and Past Continuous

7 Work in pairs. Ask and answer each other's questions.

Student B: Ask your partner:

'What were you doing on Saturday at ... ?

2 o'clock in the morning 9 a.m. midday 4 p.m. 7 p.m.

X

I was #shopping @H&M when I saw the cool T-shirts from the new #summercollection. There was a great selection and I bought 3! Then I went to @Vegan_Paradise for lunch with friends. I tried their special salad and had a banana cake for dessert. It was delicious.

How successfully have you achieved the lesson outcome? Give yourself a score • Go to My Self-assessment in MyEnglishLab to reflect on what you have learnt.

3.3 COMMUNICATION SKILLS Solving workflow problems

Lesson outcome

Learners are aware of different decision-making styles and can use a range of expressions to facilitate a decision-making meeting.

Lead-in IA In pairs, discuss which of the following people create the biggest problems for others at work.

- **1** People who don't answer their email.
- 2 People who don't return phone calls.
- **3** People who don't meet deadlines.
- 4 People who don't work well in teams.

workflow (noun) - the steps people in a work-group need to take to complete a task successfully and on schedule

B Read the definition of workflow. In pairs, discuss what kind of workflow problems the people in Exercise 1A can cause. The following phrases may help you.

miss deadlines waste time fall behind schedule hold things/people up

VIDEO 2A 3.3.1 Watch Thiago explaining a problem he's having to Azra and answer the questions.

- **1** What is Thiago worried about? Why?
- 2 What does Azra suggest Thiago should do? Does it seem like good advice?
- **3** How did Shaun react the last time Thiago had a similar problem?
- **B** Why might it not be a good idea for Thiago to avoid Shaun?

excuses or b) listen and try to think of ways to help?

3 Does Shaun blame Thiago for creating a workflow problem?

Video A 3.3.2 **3A** Watch Shaun and Thiago discussing the problem. Answer the questions.

Video B 3.3.3

5 Who is happier with the final outcome of the meeting?

the conversation?

do this?

- **B** What could Thiago and Shaun do differently to get a better outcome?
- C Watch a different version of the conversation and answer the same questions you answered in Exercise 3A.

1 Who asks for the meeting – Thiago or Shaun? How does this give him an advantage in

2 Thiago tries to explain why his report is late. Does Shaun a) reject his explanations as

4 How do Shaun and Thiago suggest the report can be finished? Do they agree on how to

- **4A** Think about the two versions of the meeting you just watched. When someone, like Thiago, is causing workflow problems for others in their team, which of the following questions is the most important to ask?
- 1 What's going wrong?
- **2** Whose fault is it?
- **3** How can we fix it?
- B Can the other questions in Exercise 4A sometimes be useful, too? If so, when?
- 5 **3.3.4** Watch the Conclusions section of the video and compare the advice with your answers in Exercise 4.
- Reflection **6** Do you focus more on problems or solutions when you make decisions in life and at work? Would you like to change your approach? What steps could you take to do this?

3.3 Communication skills: Solving workflow problems

Functional Solving problems

language

a Get the person's attention.

b Check he/she is

free to talk.

c Ask about

progress.

Teacher's resources:

tra activities

- **1** Have you got a moment? 4 Do you have a minute? **2** How are you doing with that report? **5** Any progress with that report? **3** Just the person I was looking for! 6 Ah, there you are!

8A Use phrases from the box to complete the sentences.

How about I'll see Let me What else What if Why don't I deal with Accounts. 1 _ if I can get [someone] to share some of your workload. can we do to get this report finished? 4 _ I bring in [someone] to help you out? asking [someone] to help you with some of the figures? just write an executive summary of the main points? 6 B Use the same phrases from Exercise 8A to make two more sentences. **a** see what I can do. **b** try and get you some IT support. 1 **a** if we can increase the budget. **b** if there's any flexibility in the budget. **a** can I do to help? **b** do we need to do? **a** we make the deadline later? **b** I give you an extension? **b** adding more people to the project team? **a** rethinking the schedule? 5 a get you some help? **b** give you an assistant? C Match the responses with the correct suggestions in Exercises 8A and 8B. Some match more than one suggestion. 1 Thanks, I'm not great with numbers! 2 Someone to assist with the paperwork would be a big help. **3** Having a couple more people on the team would really speed things up. 4 Good, I'm having problems with some of the software. 5 Great, another five days should be enough. 6 An extra 10 percent would make a big difference.

Work in pairs, Read the information and decide which of you is Speaker 1 (S1) and Speaker 2 (S2) in each situation. Roleplay the situations.

Situation 1 S1 is giving an important conference presentation in Montreal six days from now. Ten days ago S1 asked S2 to prepare some slides for the presentation. The deadline for getting the slides ready is tomorrow, to give S1 time to practise the presentation. Unfortunately, S2 is having problems, so he/she needs to find a solution as quickly as possible.

For details, S1 look at page 133 and S2 look at page 139.

10 When you have finished, discuss how the meetings went. How effectively did you:

• remain calm? • suggest possible solutions?

Share your experience with the class.

How successfully have you achieved the lesson outcome? Give yourself a score from 0 (I need more practice) to 5 (I know this well).

- Self-assessment

> 32 <

7 The diagram on the left shows three steps for asking someone about their progress with a task. Match 1-6 below with the correct step (a-c).

page 115 See Pronunciation bank: Stress in short sentences

Situation 2 S2 has to complete a sales report six days from now. Ten days ago S2 asked S1 to produce performance charts for each of the company's sales units. The deadline for doing this is tomorrow to give S2 time to add the charts to the report. Unfortunately, S1 is having problems, so he/she needs to find a solution as quickly as possible.

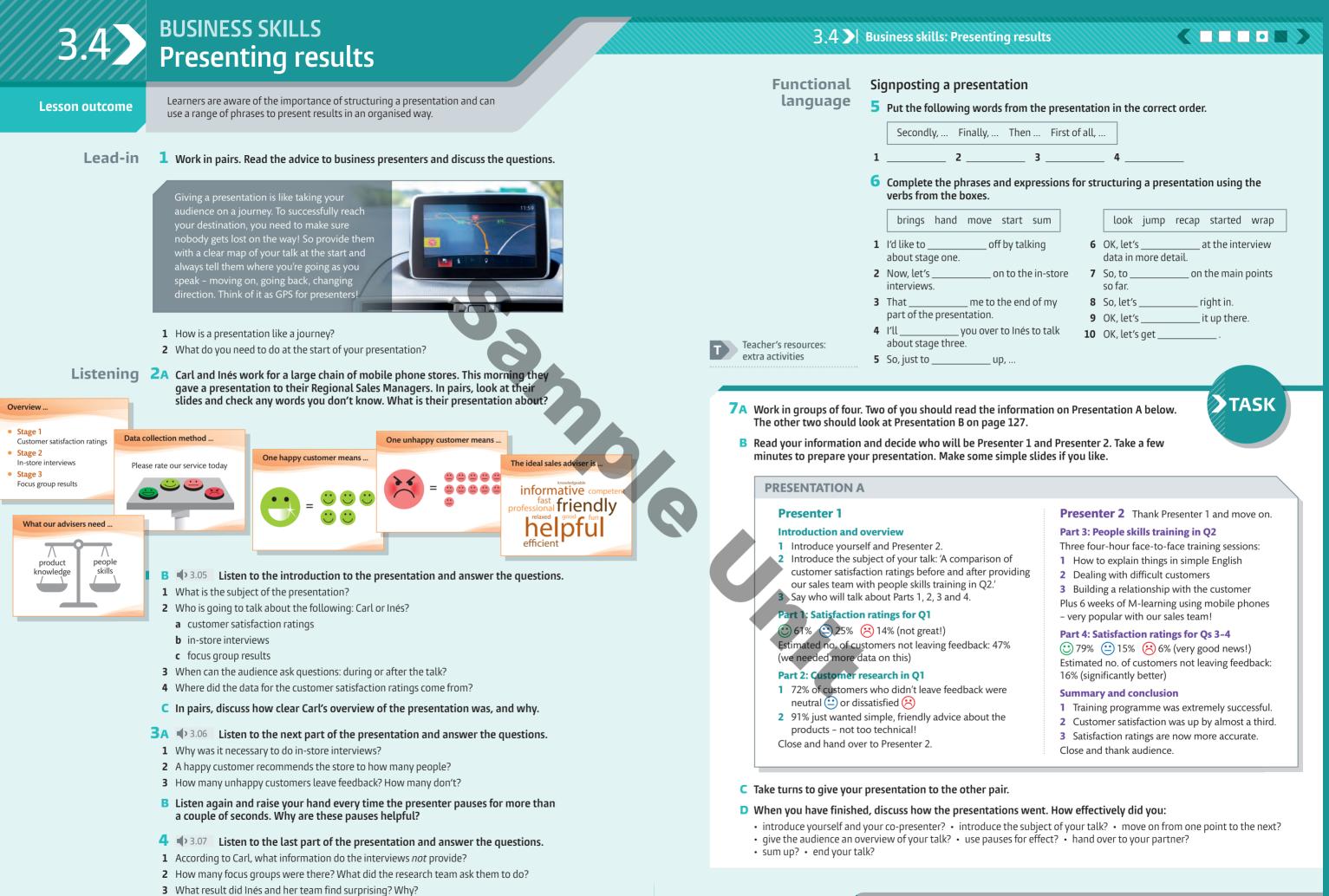
>TASK

> 33 <

For details, S1 look at page 129 and S2 look at page 131.

• avoid blaming anyone? • avoid making excuses? • develop a plan of action? • find out what the basic problems are?

• Go to My Self-assessment in MyEnglishLab to reflect on what you have learnt.



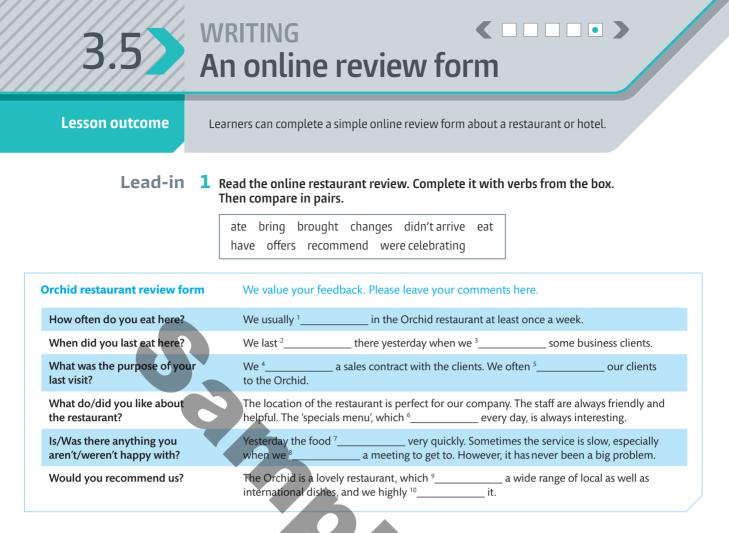
4 What final recommendation does Inés make? Why?

from 0 (I need more practice) to 5 (I know this well).

> 35 <

How successfully have you achieved the lesson outcome? Give yourself a score

• Go to My Self-assessment in MyEnglishLab to reflect on what you have learnt.



Functional	2A Complete the table below with phrases from the box.
language	Deducered Deducity Contracts Decomposide

Background Bad points	Good points Recommendation
1	We last ate there yesterday with some clients.
2	The location of the restaurant is perfect.
3	Unfortunately, the food didn't arrive very quickly yesterday.
4	We highly recommend it.

B Write these phrases in the correct place in the table in Exercise 2A.

T

Teacher's resources: extra activities The review contains examples of adverbs. Go to MyEnglishLab for optional grammar work. The view from the restaurant is wonderful. We sometimes have company lunches there. I'm afraid I cannot recommend your restaurant to other people/businesses. It is too expensive. We had dinner there two days ago. The food is always excellent. The food was terrible.

page 121 See Grammar reference: Types of adverbs

- **3A** Work in pairs. Look at the review form for the Flamingo Palace Hotel on page 130. The comments are all mixed up. Work together to put the comments in the correct place.
 - **B** Choose a hotel/restaurant you know. Copy and complete an online review form like the one in Exercise 1 or Exercise 3A.
 - C Exchange reviews with your partner. Did your partner put the right information in each part of the review form? If your partner wrote about a place you know, do you agree with your partner's review?

Self-assessment

> 36 <

• Go to My Self-assessment in MyEnglishLab to reflect on what you have learnt.

from 0 (I need more practice) to 5 (I know this well).

How successfully have you achieved the lesson outcome? Give yourself a score