In this unit you will look at:

- appropriate topics for networking situations
- words to help you express dates and time
- talking about yourself and people you know
- talking about your life

You are talking to someone for the first time. What information would you be happy to give about yourself? Rank the following categories of information 1 to 10 (1 = most happy to give this information; 10 = least happy to give this information).

___ Your name
___ The company you work for
___ Your job and responsibilities
___ Where you live
___ Where you come from

___ What you studied at university
___ Your career history
___ Your ambitions and plans for the future
___ Your successes and failures
___ Your family

Compare your answer with a partner. Did you arrange the topics differently? Discuss your choices.

Cultural tip ✔ People will regard some information as more or less private depending on where they are from, for example talking about money, politics or relationships.
In your country, what subjects are inappropriate when talking to someone you do not know very well?

Marc Gisset and Ingrid Kraus are having lunch after a meeting. Listen to Ingrid talking about herself to Marc. How well do they know each other? Place an X on the scale.

They have known each other ⟵——————⟶ They have only
for a long time   recently met

Listen again and choose the correct answer to these questions.

1 Where is Ingrid from?   a Hamburg b Berlin
2 Where did she go to high school?   a Berlin b New Jersey
3 What did she study first at university?   a graphic design b industrial design
4 What did she design while she was at university?   a websites b posters
5 When did she become a freelance consultant?   a 2006 b 2007
6 What is her highest qualification?   a a PhD b a master's degree

On the next page, put the stages of your life into order, from earliest to most recent. You may use some more than once. Add any that you think are missing. Then complete the sentences with your own information.

___ I got promoted to …   ___ I moved to a different town/country
___ I graduated from university in …   ___ I changed jobs
___ I started work in …   ___ I went to university to study
___ I went to school in …   ___ I was born in …

Use the time reference words in the box to complete the sentences about Ingrid's life and career.

for	to	since	in	from	ago	on

1 I was born in Hamburg _____ 1982.
2 I was in the US _____ 1996 _____ 1998.
3 I moved to Berlin 10 years _____ .

4 I was at university _____ 6 years.
5 I launched my business _____ 15 May 2006.
6 I've been a freelancer designer _____ 2003.

**Think about your life. Prepare to tell someone about yourself.
Try to use the language you have learnt in this unit.**

**Angie and Claire talk about their families. Use the verbs in
the box to complete their answers. Make sure you put the
verb into the correct form.**

graduate	start	move	travel	join	do

Angie: How's your mother?

Claire: She's very well. She ¹_____ house last week.

Claire: How are your sons?

Angie: Jacob's recently ²_____ a bank in Shanghai. David's going ³_____ from Harvard in the fall.

Angie: How are your children?

Claire: Oh they're great. Oliver's ⁴_____ well at his new school. Daisy's just ⁵_____ riding lessons.

Angie: How's Robert?

Claire: Oh he's absolutely fine. He's planning to ⁶_____ around Russia later this month to meet clients.

**Write down the names of four friends or colleagues. Work with a partner. Use the question 'How's
[name]?' to ask about each person. Answer and give information about their recent or current
activities.**

Pronunciation tip

The verb 'be' and negative forms are usually contracted in the spoken form of English.
For example: *I'm* from Germany. I *don't* live in Hamburg anymore.

Listen to these sentences with and without contractions. Which sound more natural?

Now turn to page 104 and fill in the social planner with information about you and your life.

In this unit you will look at:

- question words
- making and answering questions
- getting to know someone
- turning the question around

Match the question words (1–8) to the descriptions of their use (a–h).

1	what	a	about the length of time
2	which	b	about things, actions or ideas
3	when	c	what time something happens
4	where	d	about the number of people or things
5	who	e	about people
6	why	f	for a specific choice from a limited number of possibilities
7	how long	g	about places
8	how many	h	the reason for something

Reorder the words to make questions.

1 Where from you are? *Where are you from?*
2 What you do do?
3 Who for work do you?
4 How your job been long have in you?
5 When company the you join did?
6 Where based you are?
7 Why you your join company did?
8 How many department people your in work?

> *Pronunciation tip* ✔
>
> Like many other languages, it is possible to make questions in English by using a statement with rising intonation at the end.
>
> For example: You're from Germany? You went to university in the US?
>
> However, it is often clearer to use the full question, like those in exercise 2a, where the stress falls on the main verb.
> For example: Where do you **come** from? Who do you **work** for?
>
> 💿 **Listen to these sentences and try to repeat the intonation and stress.**

How would you answer the questions in 2a?
Work with a partner to ask and answer them.

💿 **Now listen to Brad J Ruby talking to Ashok Patel before a meeting. Which country are they in?**

3b. Listening – getting to know each other (2)

💿 **4** We use *which* to make questions when we are asking about a specific choice from a limited number of possibilities. Listen to Brad and Ashok again and answer these *which* questions.

1 Which places did Brad visit on his first trip to India?   a The Taj Mahal b Delhi c Mumbai
2 In which US city did Ashok go to university?   a Los Angeles b Boston
3 Which European cities is Brad going to visit on this trip?   a Berlin b Paris c London
4 In which country was Ashok's wife born?   a Scotland b India

3c. Phrases – turning the question around

Turning the question around is an easy way of moving the conversation forward. For example:

Ashok: So, do you travel a lot for business, Brad?
Brad: At the moment, yes. People in my industry prefer face-to-face meetings. <u>How about you?</u>
Ashok: I only really travel for conferences. Us IT people are quite happy to communicate electronically.

💿 **4** During their conversation Brad and Ashok use this expression three times to turn the question around. Listen again. What are they talking about each time?

4a. Grammar – questions (1)

Correct the mistakes in these questions.

1 Where you come from?
2 How much time have you lived in Berlin?
3 You are married?
4 Have you children?
5 Where do you go on holiday last year?
6 Do you have got your new car yet?

4b. Grammar – questions (2)

Match the questions in 4a to the correct responses below.

a We spent three weeks scuba diving in the Maldives. _____
b Yes, my son is six and my daughter is eight. _____
c I'm from Hamburg in the north of Germany. _____
d No. My partner lives in New York. _____
e No, it's being delivered sometime next week. _____
f About 2 years now. _____

> **🔑 Key word**
>
> **host** (noun): someone who invites people to a meal or party, or to stay in their home
> **guest** (noun): someone who you have invited to your home, for a party or a meal, or to stay the night

5. Speaking – a first conversation

Work with a partner. Student A has just f own in for a meeting. Student B is the host. Use the prompts in the grid to guide your conversation. Don't forget to turn the question around.

Student B starts.

How / journey? ✉	your first time? ✉	How long / stay? ✉
✉ travel a lot?	✉ business or holiday?	✉ Where / last holiday?
What / think of? ✉	What / free time? ✉	do any sports?

6. Social planner

Now turn to the social planner on page 104 for some more practice on useful networking questions.