

Checking in

1.1 Registration	
I'm Nathan Welsh. I'm with Dell.	
1.2 Greetings	
Good morning. / Good afternoon.	
1.3 Introducing yourself	
My name's Okada. Mayumi Okada	60
1.4 Letters of the alphabet	
a-z: company names: CNN, IVC	

MODULE 1.1

LISTENING

1.5 I'm with TDK I'm with TDK. I work for Virgin. 1.6 Spelling a name Could you spell that, please? H-O-P-P-E-R. 1.7 Reservation Listening practice

1.8	At a hotel
1 ha	we a reservation for one night
1.9	On the phone
	ike to speak to James Wilson, ase.
1.1	0 Culture corner
Na	mes

VOCABULARY

conference bag elevator family name fill out key card name tag reservation reserve spell

Registration

1 © 02 Two people are checking in at a business conference. Listen and check (√) the correct information for each person.

	Conversation 1	Name:	Amy Gibson	🗌 Amanda Gibson
. :6		Company:	IBM	□ NEC
	Conversation 2	Name:	🗌 Nathan Welsh	Nathan Woods
ting of		Company:	Apple	Dell
printin 2	🗿 02 Listen agai	n. Check 🖌	the expressions you	hear.
		Convers	ation 1 Conversat	ion 2

	Conversation 1	Conversation 2
Good morning.		
Good afternoon.		
My name's		
I'm (name).		
Thank you.		
Thanks.		

Greetings

SPEAKING

1 003 Listen and repeat.

	DON 5 P.I	М.
Good morning.	Good afternoon.	Good evening
	Hello.	

- 2 Walk around the class and greet your classmates.
 - A Good (morning).
 - B Good (morning).

NOTE 'Good night.' = 'Goodbye.'

MODULE 1.3

LISTENING

SPEAKING

Introducing yourself O 04 Listen.

1



My name's Okada. Mayumi Okada.



My name is Chang. Edward Chang.

ing of th 2 Look at this chart.

FULL NAME		
Given / First name	Family name	
Mayumi	Okada	
Edward	Chang	

3 Write your own name in the chart. Then tell the class your name like this: My name's Sato. Hiroshi Sato.

UNIT1 Checking in

5

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Letters of the alphabet

- SPEAKING
- 1 Write the missing letters of the alphabet.
 - a b ____ d e f ____ h i ____ k ____ m n o p q ____ s t u ____ x y ___
 - O 05 Listen and check. Then listen and repeat.
- 2 Work with a partner. Take turns saying the letters of the alphabet.
- 3 006 These company names use only initials (first letters). Listen and repeat.



- Ask your teacher about any names you don't know. 4
 - A What does ANA stand for?
- B It stands for All Nippon Airways.
 - A What kind of company is ANA?
- B It's a Japanese airline.

MODULE 1.5

I'm with TDK

- SPEAKING
- 1 Work with a partner. Write two or three real company names (with or without initials), e.g. RCA, Samsung.
- Check with your teacher. Then write the names on the board. 2
- 3 Choose a company. This is the company you work for. Find someone in the class with the same company.
 - A I'm with TDK.
 - B I work for Virgin.
 - A I'm with TDK.
 - C Me, too!

NOTE 'I'm with ...' = 'I work for ...'

Spelling a name

SPEAKING

O 07 Listen and repeat.

- A Could you tell me your name, please?
- B Hopper. James Hopper.
- A Could you spell that, please?
- B H-O-P-P-E-R.
- A Thank you.
- 2 Ask three students about their names and complete the chart. Tell them your name, too.

Given / First name	Family name

USEFUL LANGUAGE

Could you repeat that, please? Could you repeat your given name, please? Could you spell your family name again, please?

MODULE 1.7

Reservations

LISTENING

1 Before you listen, match each place below with the correct picture.

airport check-in counter restaurant car rental office



1 _____

- 2 008 Listen and number the pictures 1–3.
- 3 008 Listen again and write each person's family name. 2

3

At a hotel

LISTENING

Sanjay Singh is at the front desk of the Central Hotel in Hong Kong.



ly prohibited 1 Before you listen, check the meaning of these words and phrases.

(hotel) reservation to fill out (a form / card) key card elevator

- O 09 Listen to the conversation. 2
- Practice the conversation with a partner. 3
 - A Good evening.
 - B Good evening. I have a reservation for one night. My name's Singh. Sanjay Singh.
 - A Could you spell that, please?
 - B S-I-N-G-H. Sanjay is S-A-N-J-A-Y.
 - A Thank you, Mr. Singh. Could you fill out this card, please?
 - B Yes ... Here you are.
 - A Thank you. Here's your key card.
 - B Thank you.
 - A The elevators are over there.
 - B Right. Thank you very much.
 - A Have a pleasant stay.
 - B Thanks.

NOTE

Use Mr. or Ms. with a family name: Ms. Merkel Mr. Brown Do not use with a given name: Ms. Hanna Mr. David

- Practice again. Change the words in blue. Use your own ideas. 4
- Act out the conversation for the class. 5

SPEAKING

LISTENING

On the phone - I'd like to speak to ...

- 1 0 10 Ji-Hee Jung calls James Wilson at Vector Plastics. Listen and complete the phone call.
 - A Good morning, Vector Plastics. How can I 1 you?
 - ² to James Wilson. B I'd like to please.
 - A Your name, please?
 - B Jung. Ji-Hee Jung.
 - A Just one moment, please. I'll put you
 - B Thank you.
 - C Hello, James Wilson
 - B Oh, hi James. It's Ji-Hee Jung.
 - C Hi, Ji-Hee. How are you?

3

B Fine, thanks.



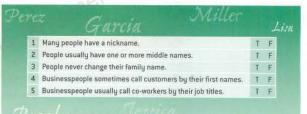
SPEAKING

- 2 Practice the phone call in groups of three.
- Practice again. Change the words in blue. Use your own names and companies. 3

MODULE 1.10

Culture corner - Names

- READING
- Work with a partner. Do you think these statements about the United States 1 are true or false? Circle $\bigcirc T$ or F for each one.



2 Check the answers on page 90.

SPEAKING

3 Are the statements true for your country? Tell the class.

UNIT1 Checking in