

# Business English

International Edition



A Hands-On Course for Workplace Professiona





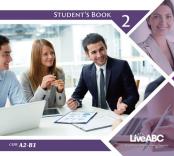
Workplace English

A Hands-On Course for Workplace Professiona





A Hands-On Course for Workplace Professional





Information Technology English

Student's Bo







# Mission

Dear Teachers,

LiveABC Interactive English Group is a worldwide organization based in Taiwan. We employ over four hundred people and partner with a multitude of organizations across the island and around the world. Producing quality publications is a lifelong endeavor, and we are dedicated to the development of English, as well as other foreign language learning materials in both print and digital formats. Thank you for your interest in LiveABC's books and systems. If you require any further information, please do not hesitate to contact us.

Best regards, Founder CEO Chun Chi Chen

LiveABC Representative in Latin America

Chim-Chi Chen

CEO of Learning Ark

Shylling Mr

Shengping Wu

Learning Is Very Easy

with LiveABC

The Leading brand in digital English learning, LiveABC is dedicated to developing and distributing language-learning solutions that are effective and enjoyable to use. By combining the advantages of technology and publishing, LiveABC provides innovative educational resources. Learning Is Very Easy with LiveABC.

# Global Markets

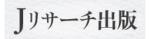


LiveABC is the largest producer of multimedia language learning materials in Taiwan. It owns multiple sales channels and has several strategic partners.

In addition to securing the local market, LiveABC is developing overseas markets, with partners in mainland China, Hong Kong, Macau, Korea, Japan, Thailand, Vietnam, Indonesia, the USA, Mexico, and ten more countries in Latin America.

























# **Titles with Components**

|  |   | for Students                         |                         |          |            | for Teachers |                  |     |            |           |
|--|---|--------------------------------------|-------------------------|----------|------------|--------------|------------------|-----|------------|-----------|
| Category                                   | Title                                       | CEFR                                 | Textbook Student's Book | Workbook | e-learning | AR App       | Teacher's Book O | PPT | e-learning | ARApp     |
|  | Workplace English 2nd Edition (Volume: 1,2) | Book1:<br>A1-A2.1<br>Book2:<br>A2-B1 | V                       | -        | V          | V            | V                | V   | V          | $\sqrt{}$ |
| <ul><li>Business</li><li>English</li></ul> | Workplace English<br>(Volume: 3)            | B1-B2                                | V                       | -        | V          | V            | Answer<br>Key    | V   | V          | V         |
|  | Information &<br>Technology<br>English      | A2                                   | V                       | -        | V          | V            | V                | V   | V          | V         |







# WORKPLACE ENGLISH



### **Key Features**

- Interesting Discussion Topics
- Useful Dialogues and Readings
- Informative Writing Components
- Grammar Tips and Conventional Sentence Patterns
- Key Vocabulary and Phrase Explanations
- Contextual Vocabulary Reinforcement
- Helpful Reviews Segments
- Situational Workplace Videos

# UNIT 1

# Meeting for the First Time

### **Checklist**

In this unit, you'll learn about . . .

- Greeting visitors
- Making visitors feel welcome
- Making introductions and getting started

### **WARM-UP**

Work with a partner. Look at the visitor pass, and role play a short conversation between an office visitor and a receptionist. Then listen to Track OOI for the sample conversation.

# **VISITOR PASS**

| NAME    | Casey Jones   |          |            |  |  |  |
|---------|---|----------|------------|--|--|--|
| COMPANY | Attica Marketing  |          |            |  |  |  |
|         | TV commercial meeting with Shawn<br>Turner in Marketing |          |            |  |  |  |
| TIME IN | 10:00 a.m.  | TIME OUT | 11:00 a.m. |  |  |  |
| DATE    | 5/8   |          |            |  |  |  |



# PARTA AT RECEPTION Track 002

Listen to the conversation. Then, fill in the blanks with the words below.

for a meeting have your names must be worn visitor form

A couple of guests walk through an **entrance**<sup>1</sup> into the **reception**<sup>2</sup> area of a large company.

Receptionist: Hi there. How may I help you?

James: We're here on behalf of The Klein Group.

We have an **appointment**<sup>3</sup> with Ms. Farmar at 10:30.

Receptionist: OK. Could I ①\_\_\_\_\_\_\_, pl

James: I'm James Davis and this is Emma Smith.

Receptionist: Great. I just need you to fill out this ②\_\_\_\_\_\_ for

security<sup>4</sup> purposes<sup>5</sup>. Please write your full names, company, telephone

number, and purpose of the meeting.

James: Sure. No problem.

(The receptionist calls Ms. Farmar while the guests complete<sup>6</sup> the form.)

Receptionist: Hi, Josephine. I'm with James Davis and Emma Smith from The Klein

Group. They're here ③\_\_\_\_\_\_ with you at 10:30. (Pause)

Yes, OK. Will do. Thanks. (Hangs up the phone)

I've got a couple of **identity badges** for you which ④ \_\_\_\_\_ at all times. Here you are. Please take a seat over there, and Ms. Farmar

will be with you shortly.

### CHECK YOUR UNDERSTANDING Track 003

Listen and choose the correct answers based on the conversation.

- \_\_\_\_\_ 1. To join a training course
  - To have an interview
- \_\_\_\_\_ 2. It is for booking a room.
  - It is the law.
- 3. Guests cannot take them off.
  - Details must be written on them.

- **13** To give a presentation
- To have a meeting
- **1** It is for security.
- It's The Klein Group's policy.
- **13** Guests are allowed to take them off later.
- Information must not be changed.



### LANGUAGE NOTES Track 004

### **WORD BANK**

1. entrance [`εntrəns] *n*.

I'll meet you at the building's **entrance** in five minutes.

2. reception [rɪ`sεp∫ən] n.

When you get to the office, ask for Mr. Haynes at **reception**.

3. appointment [ə`pɔɪntmənt] n.

Mark checked his calendar before making an appointment.

4. **security** [si`kjurəti] *n*.

Donald thinks that home **security** is very important.

**5. purpose** [`pʒpəs] *n.* 

The **purpose** of this meeting is to solve our problem.

**6. complete** [kəm`plit] *v*.

We will **complete** the project by Friday.

7. identity [aɪˈdɛntətɪ] n.

To get into our building, you have to show your **identity** card.

### **8. badge** [bædʒ] *n*.

Neal left his name **badge** at home, which caused him trouble getting into the meeting.

### **PHRASES**

### on behalf of

On behalf of the board and CEO of Unicorp, I welcome all of you.

### fill out

**Fill out** this form and give it to the receptionist when you're done.

### hang up

Frank was so angry that he hung up the phone.



### **USAGE TIPS**

### Here you are.

Often said when handing something over to someone. You can also say "Here."/"Here it is."/"Here you go."

A: Could you pass me the pen, please? B: Here you are.

### **SENTENCE PATTERNS**

### S. + V. while S. + V.

• John fell asleep while he was in a meeting.

### **ENGLISH CORNER**



### I. MATCHING

Write the letters of the correct responses next to the questions or statements.

| Question/Statement               | Response                                 |
|----------------------------------|--|
| 1. Hi, how may I help you?       | I'm Dave Thomas and this is Jill Foster. |
| 2. Could you tell me your names? | <b>3</b> Sure. No problem.               |
| 3. Please sign here.             | • Over there by the magazines is fine.   |
| 4. Where should we wait?         | • We're here representing Berg Group.    |



### II. USEFUL EXPRESSIONS

Listen to Track 005, and practice saying the sentences below.

### Greetings

Good morning/afternoon/evening.

Hello.

Hi.

Hey.

### Asking what someone needs

How can I help you today?

How may I help you?

What can I do for you?

Do you need anything?

What do you need?

### Asking for someone's name

Can I have your name, please?

Would you please give me your name?

What is your name?

Who is speaking?

### Asking someone to do something

Could you please (fill out this form)?

Would you mind (giving me your ID)?

Can I get you to (sign your name), please?

Please take a seat over there.

Please (follow me).

# ROLE PLAY

Create a conversation. Take turns being the Receptionist and Visitor. Then listen to Track 006 for the sample conversation.

| Receptionist: | Hello. How can I help you?                             |
|---------------|--|
| Visitor:      | Hello. I have an appointment with Mr. Truman at 3 p.m. |
| Receptionist: | (Ask the visitor for his/her name.)                    |
| Visitor:      | Yes. I'm <u>(name)</u> from <u>(company)</u> .         |
| Receptionist: | (Ask the visitor to complete a security form.)         |
| Visitor:      | OK. Here you are.                                      |
| Receptionist: | All right. Let me take you to Mr. Truman.              |
|               |  |

# UNIT 1

# Looking for a Job

### Checklist

In this unit, you will learn about . . .

- Browsing job ads
- Writing cover letters
- Putting together résumés

### **WARM-UP**

Below are five major job types. Which one do you think you are most suited to considering your personality? Check  $(\checkmark)$  your answer and discuss your reasons with a partner.



Service Work:

clerks, advisors, secretaries, agents, waiters, teachers...



factory workers, operators, warehouse staff, data entry assistants . . .



☐ Creative Work:

artists, writers, designers, engineers, fashion designers...



JOBS

Other(s):

Sales Work:

sales managers, sales representatives, business development reps, sales support reps, sales consultants...



Strategic Work:

market analysts, marketing coordinators, advertising specialists, finance managers, social media analysts...



# PARTA JOB ADS Track 001

Fill in the blanks with the words provided. If necessary, make changes to the words.

heard about paid leave

knowledge

http://www.myjobfinder.net/534

résumé





 $\blacksquare$ 

### JOB OPENING Digital Marketing Executive

BiteSizeProtein is a start-up<sup>1</sup> company specializing<sup>2</sup> in protein-based snacks that target<sup>3</sup> people in the 18 to 40 age range<sup>4</sup>. You will lead a team of three which is responsible for increasing brand awareness<sup>5</sup> through online marketing channels<sup>6</sup>.

### **Duties**

- Creating promotional campaigns with other collaborators
- Placing ads for products (supervising<sup>10</sup> photo shoots and writing ad copy)
- Conducting<sup>11</sup> market research and finding new opportunities for collaboration
- Working on social media campaigns with design team

### Requirements

- A bachelor's degree
- At least three years' work experience in digital marketing
- ①\_\_\_\_\_\_ of Google Analytics, Adwords, and Facebook Ads Manager
- Energetic, a self-starter, and can plan independently

### What We Offer

- Competitive<sup>12</sup> salary
- Flexible work schedule

Please e-mail a ③ \_\_\_\_\_ and cover letter to <u>vacancies@bitesizeprotein.</u>

com. Tell us how you ④ \_\_\_\_\_ BiteSizeProtein and why you should work for us.

### **CHECK YOUR UNDERSTANDING**

Answer true (T) or false (F) based on the job advertisement.

| 1 . | TII    |           |       | - f   |      |         | •    |     | 4      |      |     |
|-----|--------|-----------|-------|-------|------|---------|------|-----|--------|------|-----|
| Ι.  | rne ad | lvertisem | ent i | s tor | a po | osition | ın a | mar | ketina | comp | anv |
|     |        |           |       |       |      |         |      |     |        |      |     |

2. The position requires working closely with others.

\_\_\_\_\_ 3. The candidate will be expected to make planning decisions.

### LANGUAGE NOTES Track 002

### **WORD BANK**

- start-up [`start\_Ap] n.
   Jack's small start-up evolved into a successful tech company.
- 2. **specialize** [`spe∫ə∠laɪz] *v*. In most countries' education systems, students **specialize** more as they get older.
- target [`torgit] v.
   The fast-food restaurant targeted young children by offering a free toy.
- range [rend<sub>3</sub>] n.
   Matt is looking to buy a phone in the two to three thousand dollar price range.
- 5. **brand awareness** [brænd] [ə`wɛrnɪs] *n*. The company invested more money in social media in an attempt to increase **brand** awareness.
- channel [`tʃænl] n.
   Selling online has become very popular, but companies still need to pay close attention to traditional sales channels, too.
- promotional [prə`mo∫ənl] adj.
   Our marketing department will create promotional material to advertise the new product.

**8. campaign** [kæm`pen] *n*.

The government ran a **campaign** to clean up the city.

- collaborator [kə`læbəzretə] n.
   The director thanked the movie's many collaborators in his acceptance speech for the award.
- 10. **supervise** [`supəzvaɪz] v.

  All of the workers needed to be **supervised**closely to make sure things were done safely
  in the factory.
- 11. **conduct** [kən`dʌkt] *v*.

  The scientists **conducted** experiments to try and find a cure.
- **12. competitive** [kəm`pɛtətɪv] *adj.*The product's **competitive** pricing made it popular with consumers on limited budgets.

### **PHRASES**

### be responsible for

James is responsible for taking care of our new clients.

# FYI bachelor's degree



### Other Degree Titles:

- master's degree
- doctorate

## **ENGLISH CORNER**



Complete the sentences with words from the box. If necessary, make changes to the words.

| campaign                       | specialize                | supervise                 | target       |
|--------------------------------|---------------------------|---------------------------|--------------|
| 1. The company madvertisement. | ust first decide who it v | vill, before              | creating the |
| 2. Pam's parents ag            | reed to                   | her children while she wa | s at work.   |
| 3. We're launching             | a new advertising         | to try and incre          | ease sales.  |
| 4. Dan has worked              | in many jobs, but he _    | in working v              | vith people. |



### II. THE PERFECT JOB AD

Take a look at the following job ads. Which one do you think is more effective? Why?



### Finance Manager - Spotlight Advertising Agency

Spotlight is looking for finance managers for its Hong Kong Office.

### **IOB DESCRIPTION**

- Reviewing financial information
- Managing budgets
- Predicting future trends and advising on their impact

### **JOB REQUIREMENTS**

- Finance related degree
- Several years' experience in the financial field
- Analytical mind with good interpersonal and negotiation skills, business sense, and a keen eye for detail

### **SALARY**

• \$45,000-\$50,000 per year

E-mail a résumé and cover letter to john@spotlight.com.

### AdInsight is now hiring account managers.

We provide a range of advertising services to our clients.

We have a pleasant working environment.

Priority will be given to those with experience in marketing.

Send an application to <a href="mailto:hr@adinsight.com">hr@adinsight.com</a>.



### )) III. DISCUSSION

Look at the first job ad in Part II. Which of the following duties do you think the job would probably / probably wouldn't involve? Explain your reasons to a partner.

- A. Managing staff salaries
- B. Reading accounting documents
- C. Financial planning
- D. Programming financial software
- E. Making suggestions about changes in the market
- F. Writing profit & loss statements

LESSON 1 Job Interview WORKPLACE BOOK 3 ▶ UNIT 1

# **Job Interview**



| Checklist <b>&gt;</b> | In this lesson, you will learn about   |
|-----------------------|--|
|                       | Expressing yourself in a job interview   |
|                       | Answering the questions in a job interview   |
|                       | ☐ Job offers and job rejections  |
|                       | Saying yes or no to a job  |
| Get Ready ►           | <ol> <li>What do you need to prepare before a job interview?</li> <li>What qualities do you have that employers are looking for?</li> <li>How can you say no to a job offer politely?</li> </ol> |
|                       |  |

LESSON 1 Job Interview

MP3 Track 1 Reading Writing Listening Speaking



# Part A: Express Yourself

Sam is in an interview. The interviewer asks him to talk about himself.

S: Sam 1: Interviewer

- S: Good morning!
- I: Good morning. Have a seat.
- S: Thank you.
- 1: Why don't you get the ball rolling by telling me about yourself?
- **S:** My pleasure. My name is Sam Jones. I graduated *magna cum laude* from Indiana University two years ago with a major in business. I like to think of myself as a fast learner who's quick to pick things up.
- I: Of course you can learn a lot in the classroom, but how did you fill the rest of your time at college? Any extracurricular<sup>1</sup> activities?
- **S**: I'm glad you brought that up. While I was at IU, I started my own small company selling sportswear.
- 1: Now this is intriguing.<sup>2</sup> Please elaborate.<sup>3</sup>
- **S:** Sure. I sold T-shirts and sweatshirts with my university's logo on them, usually at school sporting events. I also set up a website to sell my products online.
- 1: And was your business successful?
- S: Yes! I'm proud to say that my small company was able to turn a profit. The money from this **enterprise**<sup>4</sup> went towards my tuition. I also learned a lot.
- I: Such as?
- **S:** I learned that I'm a self-starter and a decision-maker. As an **entrepreneur**, I also discovered that my success is directly tied in to how hard I work.
- I: Those are valuable lessons. We certainly like employees who aren't afraid to take the bull by the horns.\*
- S: Well, I fit the bill in that regard.



| Listening Comprehension MP3 Track 2                      |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| Listen and answer the questions.                         |   |  |  |  |  |  |
| 1. 🔲 <b>a.</b> Outside school                            | □ b. Fun  |  |  |  |  |  |
| c. Sports  | d. Educational  |  |  |  |  |  |
|  |   |  |  |  |  |  |
| 2. 🗌 <b>a.</b> Become bigger                             | ☐ <b>b.</b> Pay bills                                 |  |  |  |  |  |
| <b>c.</b> Make money                                     | d. None of the above                                  |  |  |  |  |  |
|  |   |  |  |  |  |  |
| 3. a. He prefers working alone                           | e.  |  |  |  |  |  |
| <b>b.</b> He has the qualities the interviewer requires. |   |  |  |  |  |  |
| c. He has learned that hard work is linked to success.   |   |  |  |  |  |  |
| d. He paid for university wi                             | d. He paid for university with his company's profits. |  |  |  |  |  |
|  |   |  |  |  |  |  |
|  |   |  |  |  |  |  |

### Language Notes

### Word Bank MP3 Track 3

- 1. extracurricular [ ɛkstrəkə rıkjələ ] adj. The school offered several extracurricular programs for students.
- 2. intriguing [In`trigIn] adj.

The longer he stayed there, the more intriguing Duncan found India.

3. elaborate [1`læbə/ret] v.

My manager has asked me to elaborate on my proposal to cut company costs.

4. enterprise [ εntə praiz] n.

Despite several problems, Eloise was confident that her latest enterprise would be a success.

**5. entrepreneur** [ ontrəprə n 3] *n*.

Jim's father is an entrepreneur who has started several small companies.

### **Phrases**

### get the ball rolling

Justine was worried that if she didn't get the ball rolling with her vacation plans, the flights might be too expensive.

### take the bull by the horns

Umberto was never scared of a challenge and always prepared to take the bull by the horns.

### fit the bill

The director held an audition for the lead role in his film but didn't think any of the actors fit the bill.

### in that regard

Although Murray's salary was not very high, he enjoyed his work and felt fortunate in that regard.

### FYI

### magna cum laude

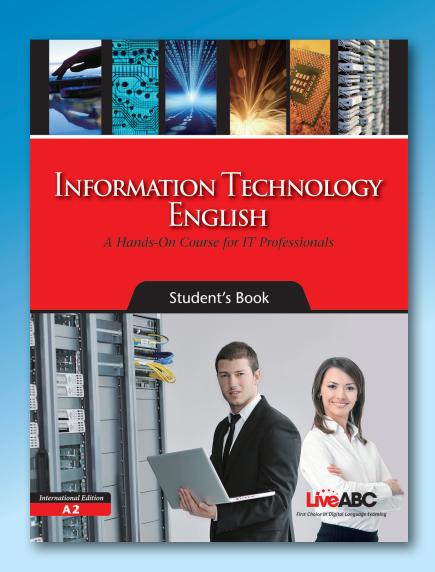
stems from Latin, means someone's academic performance is excellent

# English Corner

| <b>9</b> | I. Listening Practice MP3 Track 4  |  |  |  |  |  |
|----------|--|--|--|--|--|--|
|          | Listen and fill in the blanks.   |  |  |  |  |  |
|          | 1: Interviewer   |  |  |  |  |  |
|          | I: Jamie, please tell me more about your Specifically, what courses did you take that helped prepare you for this?   |  |  |  |  |  |
|          | J: As a business major, I'm familiar with a range of sales and marketing techniques that would be valuable for this job.   |  |  |  |  |  |
|          | I: What would you say are your greatest?   |  |  |  |  |  |
|          | J: I would say that my strong work ethic is definitely one of my strengths. I believe application and hard work are crucial to success.  |  |  |  |  |  |
|          | I: What about your?  |  |  |  |  |  |
|          | J: Perhaps I'm too much of a perfectionist, which admittedly causes me a bit of stress sometimes.  |  |  |  |  |  |
|          | II. Speaking Practice  |  |  |  |  |  |
|          |  |  |  |  |  |  |
|          | Check the following personality traits you have. Then, introduce yourself to a partner.  |  |  |  |  |  |
|          | optimistic open-minded ambitious hardworking honest  |  |  |  |  |  |
|          | ☐ dedicated       ☐ self-motivated       ☐ responsible       ☐ easygoing       ☐ careful         ☐ dynamic       ☐ mature       ☐ patient       ☐ cooperative       ☐ passionate                   |  |  |  |  |  |
|          | team-oriented sensitive thoughtful smart humorous  |  |  |  |  |  |
|          |  |  |  |  |  |  |
|          | III. Reading Practice  |  |  |  |  |  |
|          | Put the following sentences into the correct order.  |  |  |  |  |  |
|          | A. So, please tell me a little bit about yourself.  Interviewer:   |  |  |  |  |  |
|          | R Let me ask you where do you see yourself in five years?  |  |  |  |  |  |
|          | <ul><li>B. Let me ask you, where do you see yourself in five years?</li><li>C. My goal is to be able to grow with a company and continue to take on new challenges that will test me and</li></ul> |  |  |  |  |  |
|          | make me a better employee.  Interviewer:   |  |  |  |  |  |
|          | D. As you already know, this company is well respected. Working here would be a dream come true.   |  |  |  |  |  |
|          | E. Well, I'm originally from Ohio, but I moved to Los Angeles four years ago to attend UCLA.  Interviewer:   |  |  |  |  |  |
|          | F. Wonderful. Why are you interested in working for our company?  Interviewee:   |  |  |  |  |  |



# INFORMATION TECHNOLOGY ENGLISH



### **Key Features**

- Warm-Up Discussion Questions for Each Unit
- Practical Dialogues for All Stages of an IT Career
- Key Vocabulary & Terms for IT Professionals
- Readings on Current IT Issues
- Vocabulary Review Exercises
- Reading & Listening Comprehension Practice
- Situational IT Videos

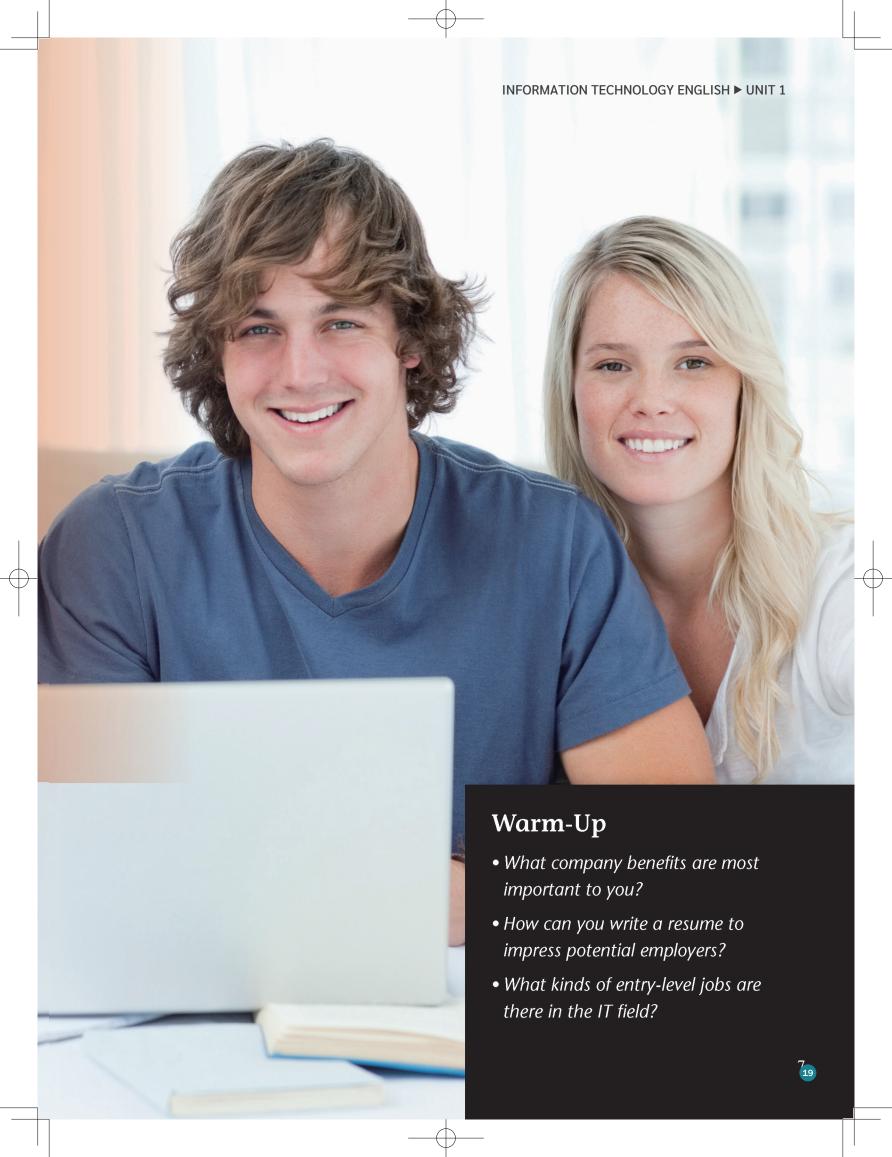
# UNIT Looking for an IT Job

### **Unit Goals**

- Learn about job advertisements on Internet job banks.
- Write a cover letter.
- Create a professional resume.

| 1-1 | A Want Ad on 105 Job Bank         | 800 |
|-----|-----------------------------------|-----|
| 1-2 | Writing an Effective Cover Letter | 014 |
| 1-3 | Preparina a Resume                | 020 |



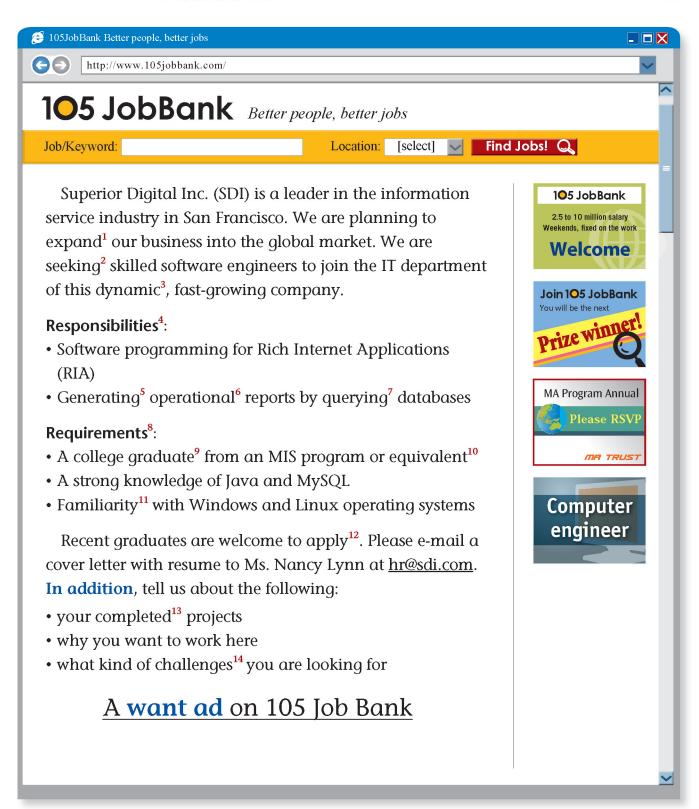


### A Want Ad on 105 Job Bank

# READING

# Software Engineer — Full-Time Positions







### LANGUAGE NOTES



### **VOCABULARY**

- expand [ik`spænd] v.
   Our company is going to expand this year.
- seek [sik] v.
   Emily went to India to seek exciting adventures in a new country.
- 3. **dynamic** [dar`næmɪk] *adj*.

  If you want to be a top salesperson, you should have a **dynamic** personality.
- **4. responsibility** [rr.spansə`biləti] *n.* Students have the **responsibility** to clean up the room after class.
- 5. **generate** [d<sub>3</sub>Enəzret] v.

  Most of the company's profit is **generated** from the services it sells to its clients.
- 6. **operational** [.apə`reʃənl] adj.
  This research evaluated **operational** errors for our factory in China.
- 7. **query** [kwiri] *v*.

  The accountant **queried** my business travel expenses in Japan last month.
- **8. requirement** [rɪˈkwaɪrmənt] *n.* Speaking fluent English is a **requirement** for this job.
- 9. **graduate** [grædʒuət] *n*.

  John is a computer engineering **graduate** of Harvard University.
- 10. **equivalent** [i`kwivələnt] *n*.

  Many Chinese words have no **equivalent** in the English language.

- 11. **familiarity** [fə/mɪlɪ`ærətɪ] *n*. (familiar *adj*.)

  Judy's **familiarity** with Chinese painting is amazing to her boss.
- 12. **apply** [ə`plar] *v*.

  If you want to **apply** for the job, you first have to fill out this application.
- 13. **completed** [kəm`plitɪd] *adj*.

  The **completed** building will be twenty stories higher than its neighbors.
- **14. challenge** [tʃælɪndʒ] *n*. Young people should be willing to accept **challenges** and take risks.

### **PHRASES**

### in addition

**In addition** to English, you have to learn Japanese.

### want ad

There are many **want ads** on the Internet for experienced Java programmers.



# A. Fill in the blanks

apply dynamic familiar operational responsibilities challenge equivalent generate queried seeking completed expanded graduate requirements want ad



| 1.        | In terms of carrying passengers, one bus is the of six cars.                  |
|-----------|---|
| 2.        | Air, water and sunlight are the basic for all creatures.                      |
| 3.        | Are you with the computer software our company uses?                          |
| 4.        | Google is currently new ways of expanding its user base.                      |
| 5.        | Pam is a of the computer science program at Northwestern University.          |
| 6.        | Jane would like to for the position of IT Manager.                            |
| 7.        | John his electricity bill, which is 50% higher than last month                |
| 8.        | Make sure your homework assignment is today.                                  |
| 9.        | Put a in the local newspaper for a new receptionist.                          |
| 0.        | The promotion means a higher salary but also many more                        |
| 1.        | The company its business in China, so it had to open a new office in Beijing. |
| 2.        | The new system should be fully by the end of the month.                       |
| <b>3.</b> | This project is the biggest that Tim has ever faced.                          |
| <b>4.</b> | We need someone to new ideas.   |
| 5.        | We want to hire several young businesspeople to join our company.             |

### NOTABLE QUOTES

"They always say that time changes things, but you actually have to change them yourself."

Andy Warhol



### B. True or false

Based on the job ad on page 8, mark true (T) or false (F) for each statement.

- \_\_\_\_ SDI is currently a local company in San Francisco.
- 2. \_\_\_\_ SDI is an electronics manufacturing company.
- SDI wants to hire senior engineers with lots of experience in software development.
- **4.** \_\_\_\_\_ Job applicants must be able to work with Java and MySQL.
- The candidates should contact Miss Lynn in SDI's HR department.

### C. Fill in the blanks in the want ad

Responsibilities **Skill Requirements** Salary Experience

Job Title: Software Engineer

**Company:** Superior Digital Inc.

Location: Silicon Valley, San Francisco, USA

**Sector:** Information Service Industry

\_: 0~2 years

\_: Software development

\_: Familiar with system analysis and design,

Java, Oracle, and Unix

\_: 40k~45k per year



### **.** Match the words with similar meanings

- 1. dynamic

produce

2. advertisement

ask

3. generate

4. query

search

commercial

5. seek

energetic

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**SINCE 1997** 

First magazine in co-partnership with CNN



2000

2001



Live magazine

ABC magazine 2002

2004

First annual compilation of all the magazines



biz magazine business oriented partnership



**Education** 

2008

2014



**HOW IT WORKS** magazine

COMETOLIVE

**Outstanding!** 



ESP series, more than 10 books 2016 were launched

2017

Come to Live primary series



Live Escalate series



2020

2021



**Advanced Reading** Strategies



Taking Off 2023 series

2024

**Live Horizons** series











