UNIT 5 Employment

Individual sounds

A 5.1 **Listen to the difference between /ɒ/ and /əʊ/.**

/ɒ/	/əʊ/
cost	coast
want	won't

B 5.2 **Put the words you hear into the appropriate column.**

	/ɒ/	/əʊ/
1		
2		
3		

	/ɒ/	/əʊ/
4		
5		
6		

5.2 **Now listen again and repeat each word after you hear it.**

Connected speech

5.3 **Listen to these sentences and look at the simplifications which occur.**

1 The *main part* of the interview is the CV. /meɪm/
2 He wore a *light blue* shirt at work. /laɪp/
3 It's all down to *good preparation*. /gʊp/
4 It happened *in Poland* and *in Britain*. /ɪm/ /ɪm/
5 Let's *get back* to the point. /gep/
6 It cost him *ten pounds* fifty. /tem/

5.3 **Listen again and practise the sentences.**

Tip

In faster speech, many sounds are simplified. For instance, /d/, /n/ and /t/ at the end of a word become more like the consonant that follows. Even if you do not want to simplify your speech, being aware of sound simplifications will help improve your listening skills.

Stress and intonation

Three-syllable words can have the following stress patterns: Ooo, oOo or ooO. Put the words in the box in the correct column.

appearance applicant benefits candidate company dismissal interview personnel promotion retirement

Ooo	oOo	ooO

5.4 **Now listen and repeat each word after you hear it.**

Managing meetings

Look at the skills a good chair must possess.

a) Start the meeting.
b) Ask for reactions.
c) Deal with interruptions.
d) Keep to the point.
e) Speed up or slow down whenever necessary.
f) Summarise and close the meeting.

Match these skills with the phrases or sentences below.

1 If I may just finish this point ... ..c..
2 As you can see, there are two main items on the agenda. .....
3 Does anyone have any strong views on this point? .....
4 I think we've covered everything, so let's go over the main points briefly. .....
5 I'm afraid that issue isn't really on today's agenda. .....
6 Maybe I should explain that in more detail. .....
7 That was just a brief overview. Now, let me be a bit more specific. .....
8 Can I get back to you on that later? .....
9 I'm afraid I fail to see the connection. .....
10 It's been a pleasure to be with you today. We'll meet again in two weeks' time. .....
11 Any comments on this? .....
12 Thanks for coming. Let's get down to business. .....

Asking for repetition

A 5.5 **Listen to how Speaker B asks for the piece of information in italics to be repeated. Notice how his voice keeps rising from the beginning of the question to the end.**

1 A: Miss Reid has invited *Mr Roberts* to lead a training session for us.
B: Sorry, I didn't get that. Who did you say she's invited?
2 A: The seminar will be held at *our head office* on 6 July.
B: Sorry, where will the seminar be held, did you say?
3 A: She says the main topic will be *interview techniques*.
B: I'm afraid I didn't quite catch that. What will the main topic be?

B **Ask Speaker A to repeat the information in italics in each of these statements.**

1 A: We can offer him a fee of *$200* if he participates in the seminar.
B: .....
2 A: He complained that *the hotel had few facilities*.
B: .....
3 A: They didn't seem interested in *building a relationship*.
B: .....
4 A: Our visitors are due to arrive at *9.10 on Monday the 20th*.
B: .....
5 A: I expected *Mr Roberts* to get back to me about it.
B: .....

5.6 **Now listen to the sample answers and practise B's responses.**

3 Travel

Individual sounds

1 a 2 a 3 b 4 b 5 a 6 a

Connected speech

B *See audio script 3.3.*

Stress and intonation

B *See audio script 3.5.*

Asking for agreement or confirmation

B

	↗	↘
1		✔
2	✔	
3	✔	
4	✔	
5		✔
6		✔

Useful phrases

A

1 on
2 over
3 in
4 in
5 through
6 in

1 d 2 c 3 e 4 b 5 f 6 a

B

1 through the grapevine
2 on the same wavelength
3 in the same boat
4 in the balance
5 in a nutshell
6 over the moon

4 Advertising

Individual sounds

A *See audio script 4.1.*

B

-a-	*-ay-*	*-ai-*	*-ea-*
changes latest made Rachel sales unable	May pay payment	details paid	great

Connected speech

1 7 2 8 3 9 4 12

Stress and intonation

B *See audio script 4.5 for intonation.*

1 B agrees
2 B disagrees
3 B agrees

Starting presentations

Mamba	Deltelcom
1 h	1 b
2 c	2 d
3 f	3 g
4 e	4 a

5 Employment

Individual sounds

B

	/ɒ/	/əʊ/
1	job	
2	shop	
3		sold
4	offer	
5		open
6		wrote

Stress and intonation

Ooo	oOo	ooO
applicant benefits candidate company interview	appearance dismissal promotion retirement	personnel

Managing meetings

1 c 2 a 3 b 4 f 5 d 6 e
7 e 8 c 9 d 10 f 11 b 12 a

Asking for repetition

B *See audio script 5.6 for sample answers.*