



Vocabulary

Eating and drinking

Put the following into a logical order for entertaining in a restaurant.

- | | | | |
|---|-------------------------------------|-------------------------|--------------------------|
| a) Look at the menu | ☐ | e) Have the main course | ☐ |
| b) Ask for the bill (BrE) / check (AmE) | ☐ | f) Have a dessert | ☐ |
| c) Book a table (BrE) /
Make a reservation (AmE) | ☒ | g) Order a starter | ☐ |
| d) Leave a tip | ☐ | h) Have an aperitif | ☐ |

Write the foods below under the correct headings. Add some words of your own.

~~lamb~~ ~~broccoli~~ eggs banana beef peas crab beans
melon pasta lemon tomato lobster fish potato cheese
onion veal chicken prawns apple mussels orange rice

Fruit	Meat	Vegetable	Seafood	Other foods
	<i>lamb</i>	<i>broccoli</i>		

What are some typical dishes from your country? How would you describe them to a foreign visitor? Use some of the adjectives below and the nouns from Exercise B. Study these examples.

- It's a kind of seafood/vegetable.
- It's quite spicy/rich.
- It's a bit like chicken/lamb.
- You can eat it with rice/pasta.

boiled fried baked grilled roast steamed spicy
hot rich sweet salty delicious tasty bland rare
medium rare well done

Match the options in the first box with the drinks in the second box. For example, *black or white coffee*. Add other drinks.

Options

- | | | |
|-------------------------|-----------------|-------------------|
| 1 black/white <i>e)</i> | 3 red/white | 5 bottled/draught |
| 2 still/sparkling | 4 single/double | 6 with milk/lemon |

Drinks

- | | | |
|---------|----------|----------------------|
| a) beer | c) water | e) ~~coffee~~ |
| b) wine | d) tea | f) whisky |

Work in pairs. Imagine you are offering a guest a drink. Use words from Exercise D.

Language review

Multi-word verbs

A **multi-word verb** is a verb and one or two particles (prepositions or adverbs). Look at the following examples from the text.

... executives would think little of **running up** a £7,000 bill ...

Some of Japan's huge conglomerates have **cut down** ritual corporate gift giving.

- It may be possible to guess the general meaning of the multi-word verbs above. However, sometimes a new meaning is created.
*I had to **turn down** their offer of dinner.* (= refuse)
- Some multi-word verbs can be separated from their particles.
*I **called off** the meeting, or I **called** the meeting **off**.* (= cancel)
- Some multi-word verbs cannot be separated.
*She **paid for** the drinks, not ~~She paid the drinks for~~.*

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Match the multi-word verbs in sentences 1 to 8 with their definitions a) to h).

- | | |
|--|------------------------------|
| 1 Alice is <i>looking after</i> some visitors from Taiwan. | a) see the sights |
| 2 They want to <i>look around</i> the city before they go. | b) arrive/appear |
| 3 We <i>look forward to</i> welcoming their Chief Executive. | c) get involved in |
| 4 Our Sales Manager is <i>taking them out</i> tonight. | d) give attention to/protect |
| 5 We hope all staff can <i>take part in</i> the visitor programme. | e) accept (an offer) |
| 6 We'd like to <i>take up</i> your invitation to visit you next year. | f) wait with pleasure |
| 7 We changed the hotel booking when several extra visitors <i>turned up</i> . | g) entertain |
| 8 It was a shame to <i>turn down</i> their invitation to the sales conference. | h) refuse |

Tick the correct sentences. Correct the mistakes in the other sentences.

- 1 She turned me down.
- 2 Her secretary looks her after really well.
- 3 I looked the warehouse around.
- 4 They took us out to an excellent restaurant.
- 5 The visitors turned very late up.

Complete this story with the multi-word verbs given below.

I was really worried when I had to meet our new sales team in Tokyo as it was my first time there. No one ... *turned up* ...¹ at the airport to meet me. Sachiko, the person meeting me, had been given the wrong information. When we finally met, she ² me really well. The next day we ³ the retail outlets, and I actually ⁴ their sales meeting on the last day. In the evening the sales team offered to ⁵ for dinner, but I had to ⁶ because I was really tired. However, I'm really ⁷ my next visit, and I'll certainly ⁸ their offer of dinner next time.

- | | | |
|------------------------|-----------------------|-------------------|
| 1 a) looked around | b) turned up | c) turned down |
| 2 a) looked around | b) looked forward to | c) looked after |
| 3 a) looked around | b) looked forward to | c) looked after |
| 4 a) took care of | b) took part in | c) took up |
| 5 a) take me out | b) look after me | c) turn me down |
| 6 a) take care of them | b) turn them down | c) turn up |
| 7 a) looking after | b) looking forward to | c) looking around |
| 8 a) take up | b) turn up | c) turn down |

Socialising: greetings and small talk

What do you say to a business contact when:

- 1 you introduce yourself?
- 2 you introduce another person?
- 3 you are introduced to another person?

6.3 Listen to five conversations at a conference. Match up the speakers in each conversation. Then decide whether they know each other.

Speaker 1	Speaker 2	Do they know each other?
1 Liz	a) Linda Eriksson	
2 James	b) Jurgen	
3 Julia	c) Lisa	
4 John	d) Jane	 <i>Yes</i>
5 Carla	e) Sam Clarke	

6.3 Try to complete conversations 2 and 4 below. Then listen again and check your answers.

Conversation 2

- A James, ... *have* you ¹ Sam Clarke?
- B No. Hello, Sam. to meet ². I think we both ³ Bill Carlton. I used to ⁴ with him in Spain.
- C Oh, yes ... Bill. He's in Moscow now.
- B Really? I didn't know that. him my ⁵ next time you see him.
- C Yes, I will.

Conversation 4

- A Hi, I'm John.
- B Hello, John. ⁶ to meet you. I'm Lisa from the Munich office.
- A Oh, Munich. I've never been, but I ⁷ it's a ⁸ city, very lively.
- B Yes, it is. It's great. You should come. The conference is going to be there next year.
- A I'd ⁹ to. I'll look ¹⁰ to it.

Look at the expressions below. Which are said by a) a host? b) a guest?

Label each expression either H (for host) or G (for guest).

- 1 Can I get you a drink? *H*
- 2 Yes, it's just down there on the left.
- 3 It all looks good. What do you recommend?
- 4 Would you like me to show you round?
- 5 Help yourself to some food.
- 6 Yes, please. I'll have a white wine.
- 7 Can I give you a lift to the airport?
- 8 Yes, I'd love to see some of the sights.
- 9 Could you tell me where the toilet is, please?
- 10 It's very kind of you to offer, but there's a taxi coming for me at 11.00.

- Match the sentences from Exercise D in logical pairs. For example,
Can I get you a drink? (1)
Yes, please. I'll have a white wine. (6)

Useful language

Introducing people

Jurgen, this is Lisa.
 Anita, do you know Dr Olafson?
 Have you met Nigel?
 Peter, I'd like you to meet
 Steve Jones.

Making small talk

'How's business?' 'We're having
 a great year.'
 'How are things?' 'It's really busy
 at the moment.'

Responding

Pleased to meet you.
 Nice to meet you.
 Good to see you again.

Requests

Could I use your phone, please?
 Do you mind if I take one of
 your brochures?

Offers

Can I give you one of my cards?
 Would you like to have dinner
 with us tomorrow night?

- Work in pairs. Role play the conversation below.
 You are at a conference. You recognise someone you met at a conference two
 years ago. Introduce yourself and make small talk. Use your role card to
 prepare for the conversation.

Participant A

- You met B two years ago at a conference on Customer Care in Frankfurt.
- You own a small firm which sells office equipment.
- It's your first day at the conference – you arrived late last night.
- You haven't seen the city yet.
- You are staying at the Grand Hotel in the city centre (a good choice: room service and the facilities are excellent).
- You are leaving in three days' time.
- You think the conference will be very interesting.

Participant B

- You met A two years ago at a conference on Customer Care in Frankfurt.
- You are the sales manager for a large telecommunications company.
- You have been at the conference for three days.
- You have visited the city (beautiful old cathedral, interesting museum, excellent restaurants, but very expensive).
- You are staying at a small hotel outside the city (a bad choice: room too small, too far from the centre of the city).
- You are leaving tomorrow.
- The conference is boring – the speakers talk too much and go overtime.

Language review

Multi-word verbs

A Match these sentence halves.

- | | |
|--|---------------------------------------|
| 1 Last week, I had to look | a) come over and see them in Coimbra. |
| 2 First, I showed them around | b) the Old Town. |
| 3 I certainly look forward | c) after five clients from Portugal. |
| 4 I hope I can take | d) on really well. |
| 5 One of them did not turn | e) to a very good restaurant. |
| 6 The food was delicious, and we all got | f) to seeing them all again. |
| 7 Then, I took them out | g) up their invitation next summer. |
| 8 They said I should | h) up, unfortunately. |

B Put the sentences from exercise A in the right order to make a story.

- a) ...1... b) ...5... c) d) e) f) g) h)

C Correct the sentences where the wrong particle is used.

- Eric was so busy that he turned down our invitation for dinner.
- They called off the meeting because of the flu epidemic.
- Our hosts looked after us extremely well.
- They ran down a £1,000 bill at the Astoria restaurant last week.
- Companies now have to cut up corporate gift giving.

D Cross out the sentences which are not correct.

- | | |
|---------------------------------|---|
| 1 They called off the meeting. | 7 Let's put off the conference till next month. |
| 2 They called the meeting off. | 8 Let's put the conference off till next month. |
| 3 They called it off. | 9 Let's put it off till next month. |
| 4 Paul turned down the manager. | 10 I look forward to the seminar. |
| 5 Paul turned down him. | 11 I look it forward to. |
| 6 Paul turned him down. | 12 I look forward to it. |

E Which two particles can complete all the sentences in Box A and Box B?

Box A

- We waited for over an hour, but the bus never turned
- She explained to her guests why she took tai chi as a hobby.
- If you want to catch the morning flight, you'll have to get at 4.15.
- Please stand The ambassador is entering the hall.
- Speak, please. I can't hear you very well.

Box B

- This is the second time they have invited you. You can't turn them again.
- Put the receiver and then take your phone card out.
- Sit and make yourself at home.
- Buy it next week. We expect the price to go
- Let me just write your phone number so I don't forget it.

Use a good dictionary, such as the *Longman Wordwise Dictionary* or the *Longman Active Study Dictionary*, if you need to check the meaning of any of the multi-word verbs.