

# Scope and Sequence

Unit	Real-Life English	Vocabulary	Reading	Dialogue Practice	Writing
<b>1</b> I Go to School Every Day <i>Page 6</i>	Routines	Routines	The Vienna Stage Opera Schedule	Supplying room items	A calendar
<b>2</b> How Do You Search This? <i>Page 14</i>	Hotel information	Information	Google	Discussing a marketing strategy	Setting keywords
<b>3</b> I Need a Plug <i>Page 22</i>	At the lobby	Service	The Nothing Box	Describing trends	Your device
Review 1 (Units 1–3) <i>Page 30</i>					
<b>4</b> Cheers! <i>Page 34</i>	A fancy party	Beverages	Jamie Oliver	Ordering fast food	Planning a picnic
<b>5</b> Further My Studies <i>Page 42</i>	Talking about jobs	Academics	A Vacancy for an Intern	Inquiring about a job opening	A resume
<b>6</b> Jump! <i>Page 50</i>	Incentive activities	Company events	Men vs. Women	Discussing creative advertisement	A bucket list
Review 2 (Units 4–6) <i>Page 58</i>					
<b>7</b> Nice to Meet You <i>Page 62</i>	What do you do	Introduction	Recruiting a Flight Attendant	Learning about a candidate's character	An introduction
<b>8</b> No Dress Code <i>Page 70</i>	Business events	Activities	James Bond	Welcoming the newcomer	Setting rules
<b>9</b> Reply as Soon as Possible <i>Page 78</i>	On the phone	Scheduling	Facebook	Interviewing an intern	Invitation cards
Review 3 (Units 7–9) <i>Page 86</i>					
<b>10</b> Do You Take the Bus? <i>Page 90</i>	Car rental	Commuting	The Influence of GPS	Accessing public transportation	Commuting map
<b>11</b> What Should I Bring? <i>Page 98</i>	Etiquette	Etiquette	A Home Transformer	Ordering food	Table manners
<b>12</b> He's So Funny! <i>Page 106</i>	Describing people	Personalities	Rowan Atkinson	Giving descriptions of people	People description
Review 4 (Units 10–12) <i>Page 114</i>					



# 8

## No Dress Code

In this unit, you are learning about:

- Company activities that focus on team building
- How to write a set of rules for people to follow
- Where the character James Bond came from



 **A** Listen to the announcement. Fill the missing information into the schedule.

# Tallman Resort Welcomes

Morris and Associates Corp.



## Friday, August 11

5:00 P.M. 1. \_\_\_\_\_  
6:00 P.M. Dinner  
7:30 P.M. Low-Tech Party  
9:00 P.M. Night Walk

## Saturday, August 12

7:00 A.M. Breakfast  
9:00 A.M. 2. \_\_\_\_\_  
12:00 P.M. Lunch  
1:30 P.M. 3. \_\_\_\_\_  
3:30 P.M. Award Ceremony  
4:00 P.M. Memory Wall  
6:00 P.M. Dinner  
8:00 P.M. 4. \_\_\_\_\_ Stories & Singing  
10:00 P.M. Good Night!

## Sunday, August 13

All day to 5. \_\_\_\_\_!

Enjoy all kinds of water activities by the Tallman Resort!

- |                    |               |                     |
|--------------------|---------------|---------------------|
| ◆ Banana Boat Ride | ◆ Kayaking    | ◆ Snorkeling        |
| ◆ Jet Skiing       | ◆ Parasailing | ◆ Poolside Swimming |

**B** Circle *True* or *False* for each of the statements below.

- |   |              |
|---|--------------|
| 1. The retreat is three days long.                          | True / False |
| 2. The first event of the retreat is dinner.                | True / False |
| 3. The first team building exercise is the obstacle course. | True / False |

- |   |              |
|---|--------------|
| 4. The campfire will take place after dinner.                   | True / False |
| 5. Happy Hour gives people a chance to get to know one another. | True / False |
| 6. The speaker is excited about the retreat.                    | True / False |

## Vocabulary

Choose the correct words to complete the sentences.

- At the company \_\_\_\_\_, all the employees were encouraged to work together and have fun.  
a. center                      b. plan                      c. journey                      d. retreat
- There were many \_\_\_\_\_ over the weekend, including a three-legged race and a nature hike.  
a. activities                      b. stories                      c. chores                      d. goals
- You should \_\_\_\_\_ with other people at the party and make some connections.  
a. date                      b. team up                      c. mingle                      d. select
- The \_\_\_\_\_ for tonight will be a comedian followed by a great singer.  
a. information                      b. entertainment                      c. education                      d. advertisement
- There will be a \_\_\_\_\_ event this afternoon, which will help us build trust and enhance our relationship as coworkers.  
a. team-constructing                      b. team-buying                      c. team-winning                      d. team-building
- Don't forget that the winners of the company-wide contest will win an awesome \_\_\_\_\_.  
a. punishment                      b. prize                      c. fine                      d. scholarship
- In this \_\_\_\_\_, teams of two people each will compete to find some hidden items in the fastest time.  
a. exercise                      b. report                      c. playoff                      d. signal
- The purpose of this company trip is to let everyone \_\_\_\_\_ and have a good time for a few days.  
a. step back                      b. relax                      c. cool                      d. pay

## Culture Note

### Team-Building Activities

Many companies hold retreats for their employees. Employees can get a free trip out of it but are expected to put some work into the planned activities. These various team-building exercises can be a Scavenger Hunt, a Human Knot, an Egg Drop or even a karaoke competition. They are ways for companies to build up an atmosphere of teamwork and friendship.





## Reading

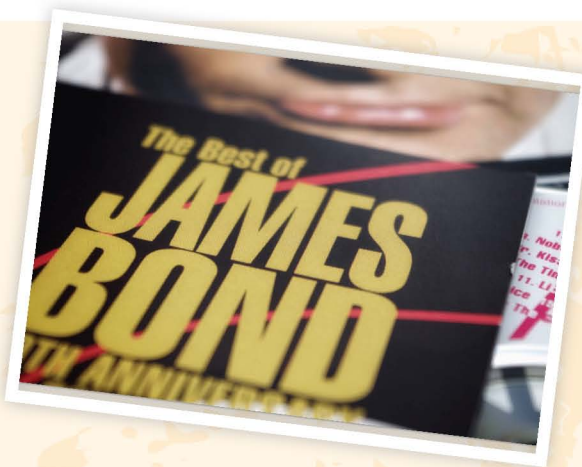
**A** Work with a partner. Discuss the following questions.

1. How many *James Bond* movies have you seen?
2. Which James Bond actor do you like the best?
3. Do you think the character James Bond is an accurate representation of a spy?
4. What movie series is your favorite of all time?



# James Bond

James Bond is a **fictional** British Secret Service agent who was created in 1953. His code number was 007. **Originally**, the author wanted to use a boring, common name to create a character who would be placed in exotic surroundings but would remain a neutral figure. However, James Bond has **turned out** to be an attractive, humorous and handsome man in each 007 film.



After the first official Bond film was **released** in 1962, James Bond often introduced himself succinctly with just three words, "Bond, James Bond." He says his last name first, followed by his full name. It has become a **catchphrase** in the way he says it, rather than what he actually says.


The James Bond books were written by Ian Fleming, who was born in 1908. At that time, it was common in English speaking countries for people to be called by their last name only. In the original novels by Fleming, Bond in fact hardly ever says “Bond, James Bond” and more often than



not simply says, "My name's James Bond." Today, in a business context, people usually introduce themselves with their full name. In nonbusiness contexts, people often just use their first name.

In 2021, Bond 25 will be released. Titled *No Time to Die*, it is the 25th film in the James Bond film series. It is expected to have plenty of action and many exciting stunts.

**C Choose the correct answer for each question.**

1. What is the British Secret Service agent's last name in the 007 films?
    - a. Fleming
    - b. Ian
    - c. Bond
    - d. James
  2. When was the first *James Bond* movie released?
    - a. 1962
    - b. 1981
    - c. 1985
    - d. 1999
  3. Which of the following is true about Ian Fleming?
    - a. He is the author of the *James Bond* books.
    - b. His real name was James Bond.
    - c. He was born in 1952.
    - d. He is a fictional British Secret Service agent.
  4. How do people today normally introduce themselves in a business context?
    - a. The way James Bond does
    - b. By giving a catchphrase
    - c. By saying only their last name
    - d. By saying their full name
  5. What does the word *succinctly* in paragraph 2, line 2 mean?
    - a. quietly
    - b. loudly
    - c. successfully
    - d. briefly
- 



## Vocabulary

**Choose the correct words to complete the sentences.**

catchphrases      stunts      fictional      released      turns out      originally

1. The rock band \_\_\_\_\_ a new album last year, but I still haven't listened to it yet.
2. Jason \_\_\_\_\_ wanted to buy a motorcycle, but he decided to get a car instead.
3. Harry Potter is a(n) \_\_\_\_\_ character that was created by J.K. Rowling.
4. Many characters in television shows are known to say \_\_\_\_\_ that make the audience laugh.
5. If you don't like the way your report \_\_\_\_\_, you should spend some time rewriting it.
6. The actor in this film performs his own \_\_\_\_\_, and I'm surprised he was never hurt during the filming.



## Dialogue Practice

### Welcoming the newcomer

#### A Work with a partner. Discuss the following questions.

1. How do you generally introduce yourself to people you meet?
2. How do you feel when you meet new people?
3. What things do you do to make new people feel welcome?

#### B Now listen to two short dialogues.



##### Dialogue 1

**Newcomer:** Good morning, I am Frank Williams, the new chief engineer.

**Supervisor:** Welcome aboard. Kelly will come to help you set up the data.

**Newcomer:** Thanks. I've been learning so much!

**Supervisor:** Please come to me if you have any questions.



##### Dialogue 2

**Newcomer:** Who is in charge of digital marketing?

**Supervisor:** Henry is the marketing manager.

**Newcomer:** OK, thanks. What should I be focusing on now?

**Supervisor:** You'll start with the analysis of our marketing strategy.



#### C Practice the short dialogues with a partner. Replace the colored words with the words below.

##### Dialogue 1

Jessica Brown, the new lab researcher / Henry Bell, the new product manager

This is Mark, another research assistant. You are going to do a lot of projects together. / This is Robert. He will help you get up to speed.

I am ready to work. / I am happy to get started.

##### Dialogue 2

finance / human resources

George is the budget manager. / Sally handles hiring and firing employees.

You are going to handle the research budget. / You will take care of administrating benefits.

## Further Listening

### Listening for specific items



#### A Listen and check (✓) the office equipment mentioned in the conversation.

a



b



c



d



#### B Listen again and choose the correct answer for each question.

1. What does the woman want to do?  
a. Buy new office furniture  
b. Switch desks with the man  
c. Get a bigger office  
d. Have her office renovated
2. What does the man imply about the company?  
a. It is diversifying.  
b. It is downsizing.  
c. It is expanding.  
d. It is relocating.
3. What does the woman ask the man to do?  
a. Look for desks in the warehouse  
b. Lodge a formal complaint to the director  
c. Formally request new office equipment  
d. Purchase office furniture with his own money

## Writing

There are times when you need to set rules. These could be for new practices that are being introduced in the workplace or even at home.

When making rules, it is extremely important for the rules to be clear and easy to understand. They should usually be done in a list, with the most important rules being coming at the top of the list.

Look at the following example:

##### Rules for Company Break Room

1. Clean up after yourself!
2. Keep the noise down, especially when others are still working.
3. Cover all food dishes that are placed in the microwave.
4. Label the food placed in the refrigerator with your name.
5. If you drink the last cup of coffee from the pot, please brew a new pot.

Now, create a set of rules you would like to see put in place. They can be for your home or where you work. Remember to place the most important rules at the top of the list.

##### Rules for \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_