

Unit 5 - Change



The objectives for this unit are:

- vocabulary: learn words and phrases for discussing working practices.
- communication: practise giving a formal presentation.
- grammar: study how to speculate about future changes.



Unit 5 - Changes - Vocabulary I

The following words and phrases appear in the text you are going to read in this section:

era a particular period of time that is different from other periods. When she left the firm, it was the end of an era.

aversion to a strong feeling of not liking something/somebody. Sam is so lazy, she seems to have an aversion to work.

seamless without any difficulties or delays between one stage and the next. There was a seamless transfer of power from the director to her replacement.

Discussing working practices: Read the text and complete the survey

Read the text. How good is your organization at changing with the times? Decide to what extent you agree with the statements below in relation to your workplace.



HOW GOOD IS YOUR ORGANIZATION AT CHANGING WITH THE TIMES? Decide to what extent you agree with the statements below in relation to your company. Write a number from 1-5 in the space provided. 1. The company buildings create a dynamic working atmosphere. 12345 2. In order to be able to work here you need to access paper files. 12345 3. Staff can work wherever and whenever is most effective for the job in hand. 4. Meetings have a sense of purpose, and result in decisions. 12345 5. Seamless technology across all our sites enables us to perform competitively. 12345 6. Most staff are given the option to work flexible hours. 12345 Strongly agree 1 2 3 4 5 Strongly disagree 34



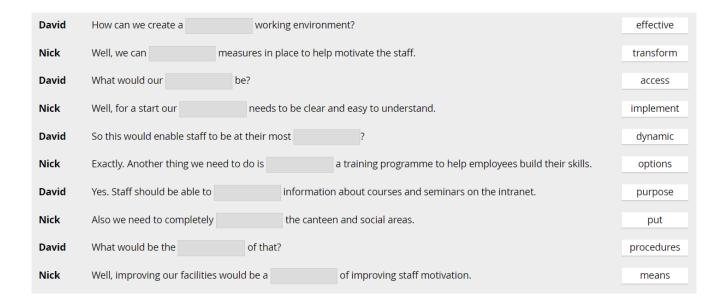
Discussing working practices: Categorize the words

Are the words in green in the text adjectives, verbs or nouns? Put the word in the correct column.



Discussing working practices: Practice

Choose the correct words to complete the dialogue.





Unit 5 - Changes - Vocabulary II

The following words and phrases appear in the recording from the online course:

Lay out plan how something should look and arrange it in this way Our office is laid out in an open plan style without individual cubicles.

ongoing continuing to exist or develop Training is part of our ongoing career development programme.

sponsor a person who introduces and supports a proposal for a new law, plan, etc. Larry Smith MP is a leading sponsor of the immigration bill.

Discussing working practices: Complete the collocations

Complete the verb + noun collocations.

1	accommodate	results
2	achieve	progress
3	anticipate	information / knowledge
4	facilitate	needs / requirements
5	generate	enthusiasm
6	exchange	change
7	assess	problems
8	measure	success



Discussing working practices: Match the collocations with the meanings

Match the collocations with the meanings.

- 1. Predict what things could go wrong or be difficult
- 2. Make it possible or easier for things to change
- 3. When two or more people share what they know
- 4. Judge how much something has developed
- 5. Make people excited about something
- 6. Provide what a particular person or group needs
- 7. Successfully produce or cause something good
- 8. Judge how much success has been achieved

Unit 5 - Changes - Communication

Key words from the unit related to giving a formal presentation:

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Out	ining	r a ctr	ucture
Out		, a su	ucture

I've divided my talk up into ... First of all, I'll ... After that, I'll ... I'll

conclude with ...

Beginning the presentation

I'd like to start by saying ...

Referring forwards / backwards / sideways

I'll return to ... later. As I said earlier, ...

I'll say more about ... in a moment. Just to digress for a second, ...

Signalling the next section

OK, moving on ... Turning to ...

This brings me to ...

Ensuring understanding

Just to fill you in on some of the

background, ... By ... I mean ...

Now I don't know if you're familiar with ...

Well, ... refers to ... This is where ...

And perhaps here I should explain what I

mean by ... That's when ... So, for example, ... **Ending the presentation**

And this is my key point.

To sum up, ...

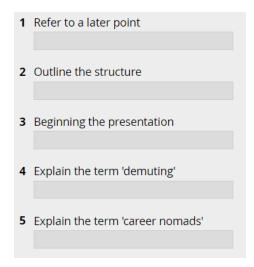
I'll be happy to take any questions now.

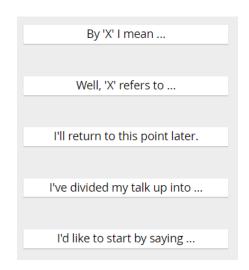
Level 11 Upper-Advanced C1



Giving a formal presentation: Categorize the phrases

Match the phrases with the functions.





Giving a formal presentation: Practice

Write the correct words to complete the sentences. I'd like to start by *saying/speaking/telling* that the results of the focus groups were encouraging.

I'll digress/repeat/return again later to the focusgroup findings.

Going to/Turning on/Turning to the new working conditions, we have found these have been well received.

Now I don't know if you are aware/familiar/knowledgeable with the American system.

And that brings me to my best/key/major point.

I've *cut/divided/structured* my talk up into four sections.

As I have *said/said/told* earlier, this is not a reason to delay the start of the project.

Just to digress/repeat/return for a second, I'd like to tell you an interesting story.

To conclude/finish/sum up, we need to keep making progress.

Just to *fill/say/tell* you in on some of the background information.

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Unit 5 - Changes - Grammar: Future tenses

will / shall or going to

In many sentences and situations, either *will* or *going to* is possible. However, in general use *will*

1 to make predictions based on experience

We've changed the job description so more people will apply.

2 to give or ask for information about the future

When will we need to be ready?

3 to make future promises, requests, and threats

Will you give me a hand?

4 to make spontaneous decisions (at the time of speaking)

You're running late? OK, well, I'll start the presentation without you.

Use going to

5 to make predictions based in our current feelings and thoughts I'm going to get angry in a minute.

6 to talk or ask about plans or intentions

Sue's going to attend the Milan conference in June.

7 to talk about decisions that have already been made

I'm going to give Ed a written warning, no matter what he says.

8 Note that we also use the present continuous for arrangements.

Jeremy's attending the conference in Berlin in May.

Future continuous, future perfect, and future

perfect continuous

1 Use the future continuous (*will* + *be* + -*ing* form) to say that something will be in progress at a time in the future. The focus is on the future actions, rather than their result.

This time next year, I'll be playing golf on afternoons like this.

2 Note that *going* to + *be* + -*ing* form is also possible, especially for plans and intentions.

We're going to be experimenting with Internet campaigns from next March.

3 Use the future perfect (*will* + *have* + past participle) to say that something will be finished at a time in the future.

Our end-of-year figures will have come out by the time of our next meeting.

4 Use the future perfect continuous (*will* + *have* + *been* + *-ing* form) to stress the continuation of an action, seen from a later time in the future.

Our companies will have been working together for ten years in May - we should plan a celebration.

Certainty and the future

1 Several modals can be used to make predictions about change in the future, with different degrees of certainty.

The recession in Spain might / could / will affect sales across Europe.

2 With similar meaning, will + adverbial (negative: adverbial + won't) is possible.

The Spanish recession will perhaps affect pan-European sales. The euro's strength probably won't continue beyond June.

We can also use a range of adjectives

3 with structures like be ... to ...

The Spanish recession is (un)likely / expected / certain / bound to affect sales across Europe.

4 with structures like it's ... that ... will ...

It's (un)likely / probable / certain that the Spanish recession will affect sales across Europe.

We can also use adverbs of degree (*quite*, *very*, *really*, etc.) with most of these structures, to add emphasis or distance.

The Spanish recession is quite likely to affect sales across Europe.

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Speculating about future changes: Practice

Choose the correct word to complete the sentences.

- 1. By the end of the decade, more countries are expected to adopted/be adopting/have adopted the euro.
- 2. Increasing tolerance and cultural understanding *may/might/must* surely become the priority.
- 3. Levels of pollution are expected to be reducing/have reduced/reduced substantially by 2050.
- 4. We expect this trend is going to/must/will only increase over the next 20 years.
- 5. We will be spending/have spent/spent 15 million euros by the time the project is completed.
- 6. Although it may be likely/possible/probable, I think it's highly unlikely in this case.
- 7. Changes in working practices are bound to be happening/happen/have happened sooner or later.
- 8. The financial crisis *can/can't/could* affect our company, so we should be prepared.
- 9. John is going to/probably/will attend the sales conference next month.
- 10. In November, Mary will be working/have been working/work in the company for 20 years we should buy her a gift.