2 In the office

REQUESTS AND PERMISSION

- a 2.16 Cover the dialogue and listen. Answer the questions.
 - 1 What does Jacques ask Mark to do?
 - 2 What does Mark ask Ben to do?
 - 3 What does Nicole ask Allie?
- b Read the dialogue. In pairs, what do you think the missing words are? Don't write them in yet.
- c Listen again and complete the dialogue.

Jacques	Mark? Would you mind me those
	concert dates?
Mark	Of not. Ben, are you busy?
Ben	Me? Never.
Mark	you help me? I can't open
	this document.
Ben	The state of the s
Mark	Thanks.
,,,,,,,,,	
Allie	Hi, Nicole.
Nicole	Could you sign these, please?
Allie	Sure.
Nicole	Is it if I take tomorrow afternoon off?
Allie	I'm, but tomorrow's really difficult.
Nicole	What about Friday afternoon?
Allie	Friday? That's fine. Do you you
	could me the request by email?
Nicole	Er, yes, of
Allie	Hello? Hi, Mark. Could you hold a moment
	Mark? Thank you, Nicole you come
	and see me when you have a moment?

- d 2.17 Listen and repeat the highlighted phrases. Copy the rhythm.
- e Look at the highlighted phrases in the dialogue. Complete the chart.

Response	

f Communication Requests p.119.



SOCIAL ENGLISH Office gossip

- a 2.18 Listen. Who do Mark and Nicole talk about?
- b Listen again and mark the sentences T (true) or F (false).
 - 1 Mark hasn't found a flat yet.
 - 2 Mark likes Ben and Jacques.
 - 3 Jacques's wife is a lawyer.
 - 4 Nicole likes the way Allie dresses.
 - 5 She thinks Allie is friendly.
 - 6 Allie orders a soft drink.
- c (2.19) Complete the USEFUL PHRASES. Listen and check.
- d Listen again and repeat the phrases. How do you say them in your language?



USEFUL PHRASES

Have you h_____ of (Isabelle)?

L____ me get you (a drink).

Thanks. I'll h____ a (Diet Coke).

Nightmare journeys

We asked you to tell us about your nightmare journeys. Jutta from Germany wrote to us about hers...

A nightmare journey I remember was three years ago 1____ I was going to the airport with my friend. We were going to Mallorca on holiday and we had to be at Dresden airport two hours before the flight.

We leaved home with plenty of time, 2____ when we got to the motorway there was a huge traffic jam! The traffic wasn't moving at all. We didn't knew what to do. It was too late to go another way, 3____ we just sat in the car getting more and more stressed. 4___ ten minutes the traffic started moving slowly. We decided to leave the motorway and try to found another way to the airport, 5___ I wasn't sure of the way and we got completely lost. We was sure we were going to miss the flight. We finally arrived at the airport just thirty minutes before the plane was going to leave. The woman at the check-in desk said we couldn't to check in our luggage 6___ it was too late 7___ we had to run with all our cases to the departure gate.

my friend felt over and hurt her leg, we managed to get to the gate in time and 9 we caught our flight.



- a Read the story once. What happened in the end? Then correct the six grammar mistakes with the verbs (wrong tense or wrong form).
- b Read the story again and complete with a connecting word or phrase.

after although because but (x2) in the end so (x2) when

c Look at the list of possible travel problems in the **Useful language** box below.

Mark them C if they refer to a car journey and P if they refer to a plane journey.

Useful language: travel problems

the flight was delayed you broke down you got lost you missed your flight there was a traffic jam you got a puncture you forgot your passport your flight was overbooked **WRITE** about a nightmare journey you've had (or invent one).

PLAN what you're going to write using the paragraph summaries below: Use the Useful language box and Vocabulary Bank Transport and travel p.148 to help you.

Paragraph I When was the journey?

Where were you going? Who with? Why?

Paragraph 2 What went wrong? What happened?

Paragraph 3 What happened in the end?

CHECK the story for mistakes (grammar , punctuation , and spelling).