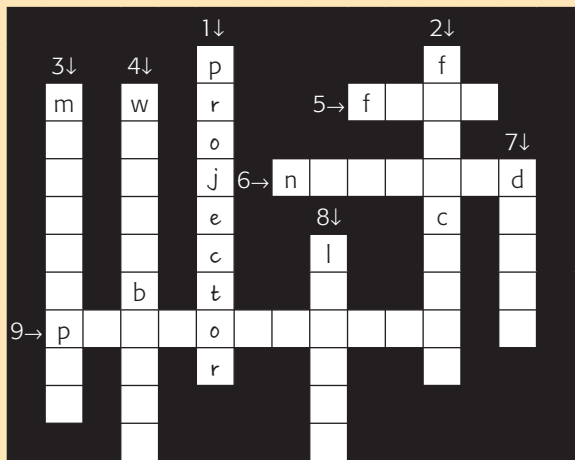


Unit13

I've organized the trainer

Get ready to listen and speak

Use the pictures below to complete the crossword. The first letter of each word is given.



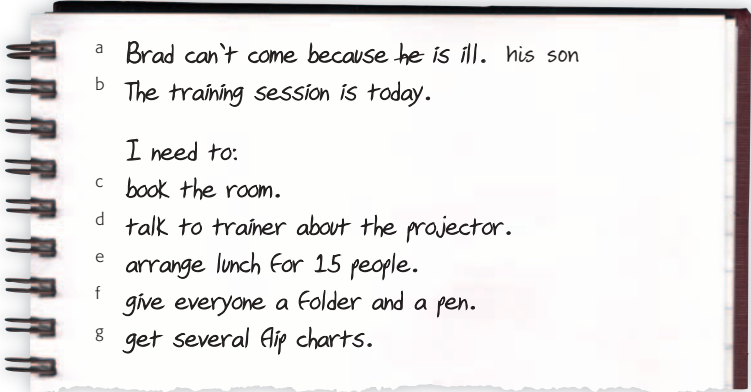
Tick ✓ the things you have used this week.

go to Useful language p. 81

A Listening – Organizing the training

Brad is a team leader at the Vulcan Power Company in Sydney. Raman works in Brad's team.

- 1 Brad leaves Raman a voice mail message about organizing a training session. Listen to the message and tick ✓ the things in Get ready which he mentions.
- 2 Raman made some notes but he got a few things wrong. Listen again and correct his notes. There is one mistake in every sentence.



Did you know ...?

In this unit, there are examples of Australian English. Brad says *crook* and *this arvo*. *Crook* means 'sick' or 'unwell' and *this arvo* means 'this afternoon'. In *Listening C* you will hear someone say *g'day* and *beaut*. *G'day* is short for good day and means 'hello' and *beaut* is short for 'beautiful' and means 'great' or 'fantastic'.

B Speaking – Organizing the training

Speaking strategy
Asking people to do things

1 Look at how Brad asks Raman to do things.

I need you to organize the projector.

You'll need to sort out lunch.

Is Brad polite or direct when he asks Raman to do things?

Could Raman ask Brad to do things using I need you to and You'll need to?

YES / NO

2 Look at the expressions below. Tick ✓ the ones Raman could use to ask Brad to do things.

- Could you ... ☐
I want you to ... ☐
Would you be able to ... ☐
Do you think you could ... ☐
Make sure you ... ☐

Speak up!

3 You are organizing a training session. Ask Mariusz, a team member, to help you. Use the polite expressions from Speaking strategy to ask Mariusz to organize the things below.

Example: a
You say: Could you order a taxi?

- a order / taxi
b buy / pens
c order / flowers
d send / email
e book / hotel room
f organize / morning tea
g get / laptop

Learning tip

Thing means the same as 'object' in the example in Focus on. For materials, liquids or groups of objects we use the word stuff, e.g. some stuff for cleaning the whiteboard.

Focus on ...
when you don't know the right word



Look at how Brad explains a word he can't remember.

and one of those ... what do you call them? ...
you know, one of those really big things, like a pad
of paper for writing up notes ... flip charts.

- a What expression does Brad use to show he is not sure of a word?
b What word means 'object'?
c Underline the words which say what we do with a flip chart.
d What word compares the flip chart to a similar object?

4 Explain the objects in the pictures below. Use the expressions from Focus on to help you.

Example: a
You say: a thing like a big camera for showing pictures and photos on a big screen

