

## UNIT 1 > Organisation

### Lesson 1.1 A news organisation

**VIDEO A**  1.1.1 Complete the extracts from the video using the words and phrases in the box.



base behind the scenes billing broadcast live build-up bulletins covering  
deploy hub leading ongoing tightly

- 1 This company is one of the world's \_\_\_\_\_ news organisations.
- 2 The newsroom is the \_\_\_\_\_ of the operation.
- 3 I'm responsible for how we \_\_\_\_\_ our reporters.
- 4 She gives a reporter the task of \_\_\_\_\_ it.
- 5 I work to the main \_\_\_\_\_ that go out throughout the day.
- 6 Back at \_\_\_\_\_ you're being supported.
- 7 Those conversations are \_\_\_\_\_ all the time.
- 8 The news bulletins are \_\_\_\_\_.
- 9 Teamwork is absolutely crucial in the \_\_\_\_\_ and during the programme.
- 10 We are very \_\_\_\_\_ coordinated.
- 11 There are a number of departments working \_\_\_\_\_.
- 12 I look after all of the \_\_\_\_\_ for our customers.

**B Match the words and phrases in the box in Exercise A with the definitions.**

- 1 secretly, while other things are happening publicly
- 2 the main place from which a person or organisation controls their activities
- 3 send out a programme at the same time as it is happening
- 4 reporting an event for a newspaper or a television programme
- 5 the central and most important part of an area, system or activity
- 6 news reports on radio or television
- 7 the process of sending customers their invoices
- 8 very firmly or closely
- 9 use someone or something for a particular purpose
- 10 best, most important or most successful
- 11 continuing, or continuing to develop
- 12 the period of preparation before an event


### Vocabulary

**C Do the quiz to check your vocabulary from this lesson. The first letters are given.**

- 1 If you l\_\_\_ a\_\_\_ some tasks, you are responsible for doing them.
- 2 When you r\_\_\_\_\_ to someone, it means you are managed by that person.
- 3 If your job i\_\_\_\_\_ something, it is part of your responsibilities.
- 4 To be in c\_\_\_\_\_ (of something) is to have control or responsibility for an activity.
- 5 When you work c\_\_\_\_\_ with other people, it means you work directly with them.
- 6 A manager of a department can also be called the h\_\_\_ of the department.
- 7 To l\_\_\_ a team is to coordinate and be in control of that group.
- 8 R\_\_\_\_\_ a department or company means organising it.

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### Lesson 1.2 Innovative organisations

**Listening A**  Ext 1.01 Complete the extracts from the programme with the words and phrases in the box. Then listen again and check your answers.

bureaucratic decision-making delegated fabric job title join  
organisational chart successful

- 1 Well, \_\_\_\_\_ is generally slow.
- 2 This type of company can be very \_\_\_\_\_ and inefficient.
- 3 ... there are examples of \_\_\_\_\_ innovative organisations which do things differently.
- 4 W. L. Gore is probably best known for the \_\_\_\_\_ Gore-Tex, isn't it?
- 5 Today, the company still has no traditional \_\_\_\_\_.
- 6 ... she's one of the few people at the company who has a(n) \_\_\_\_\_.
- 7 Now all the functions of the company have been \_\_\_\_\_ to teams called 'circles'.
- 8 Staff can either start a new circle or \_\_\_\_\_ a circle ...

**Grammar B** Choose the correct option to complete the sentences. Why is the option correct?

- 1 I'm sure we are *having* / *going to have* to do more work next week.
- 2 What time *are you doing* / *do you do* the exam tomorrow?
- 3 I phoned her earlier and we *are meeting* / *meet* at 9 a.m. tomorrow.
- 4 The satellite images show it's *going to rain* / *raining* soon.
- 5 I have to go to the bank now. It *closes* / *is closing* at 5 o'clock.
- 6 She is *going to look* / *looking* for work when she gets to London.
- 7 The exhibition *doesn't finish* / *isn't going to finish* until the end of January.
- 8 He's *going to ask* / *asking* his boss for a pay rise on Monday.

**UNIT 1** > **Organisation****Lesson 1.3** Communication skills: Managing first meetings

**Functional language** **A** Correct the wrong word in each phrase.

- 1 How's it doing?
- 2 Thank you for going today.
- 3 Did you have a good travel?
- 4 Good to finally know you in person.
- 5 Have you known Stephanie before?
- 6 Take a good trip home.
- 7 Let's go to have lunch.
- 8 Lovely to see you more.
- 9 Sorry for leave so soon.
- 10 Alistair, she is Stephanie.

**UNIT 1** > **Organisation****Lesson 1.4** Business skills: Small talk in first meetings**Functional language****A** Match 1–6 with a–f to make small talk questions.

- |             |   |
|-------------|---|
| 1 How many  | a will it take to get to the airport later?                 |
| 2 How far   | b I get to the football stadium? Is it best to take a taxi? |
| 3 How long  | c I show you around the office first?                       |
| 4 How much  | d is the office from the centre?                            |
| 5 How about | e people work here?   |
| 6 How can   | f does it cost to eat out here?                             |

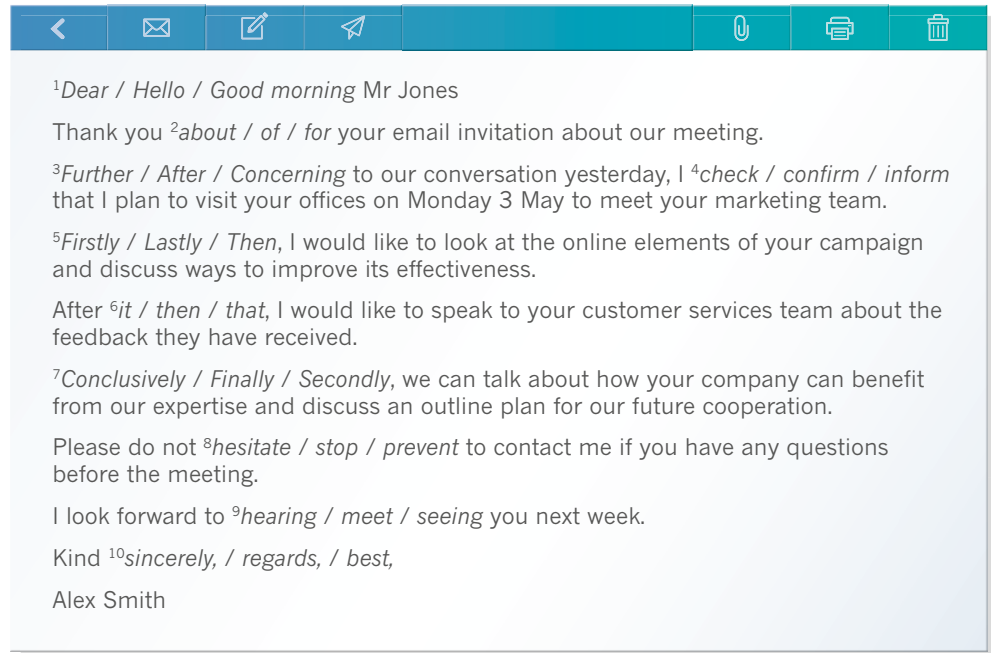
**B** Put the words in the correct order to make sentences about travel problems.

- two / was / My / delayed / hours / flight / for
- office / find / taxi / The / couldn't / the / driver
- you / battery / so / call / was / My / couldn't / flat / I
- my / left / train / I / laptop / think / the / I / on
- couldn't / you / hotel / The / me / made / booking / find / the / for
- buy / because / luggage / didn't / need / I / to / some / arrive / my / clothes

## UNIT 1 &gt; Organisation

## Lesson 1.5 Writing: Emails – Organising information

Functional language **A** Choose the correct option in italics.



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<sup>1</sup>*Dear / Hello / Good morning* Mr Jones

Thank you <sup>2</sup>*about / of / for* your email invitation about our meeting.

<sup>3</sup>*Further / After / Concerning* to our conversation yesterday, I <sup>4</sup>*check / confirm / inform* that I plan to visit your offices on Monday 3 May to meet your marketing team.

<sup>5</sup>*Firstly / Lastly / Then*, I would like to look at the online elements of your campaign and discuss ways to improve its effectiveness.

After <sup>6</sup>*it / then / that*, I would like to speak to your customer services team about the feedback they have received.

<sup>7</sup>*Conclusively / Finally / Secondly*, we can talk about how your company can benefit from our expertise and discuss an outline plan for our future cooperation.

Please do not <sup>8</sup>*hesitate / stop / prevent* to contact me if you have any questions before the meeting.

I look forward to <sup>9</sup>*hearing / meet / seeing* you next week.

Kind <sup>10</sup>*sincerely, / regards, / best,*

Alex Smith