

# **Course: Business English**

## **Level 1**

Day №22



***How do you keep a conversation going?***

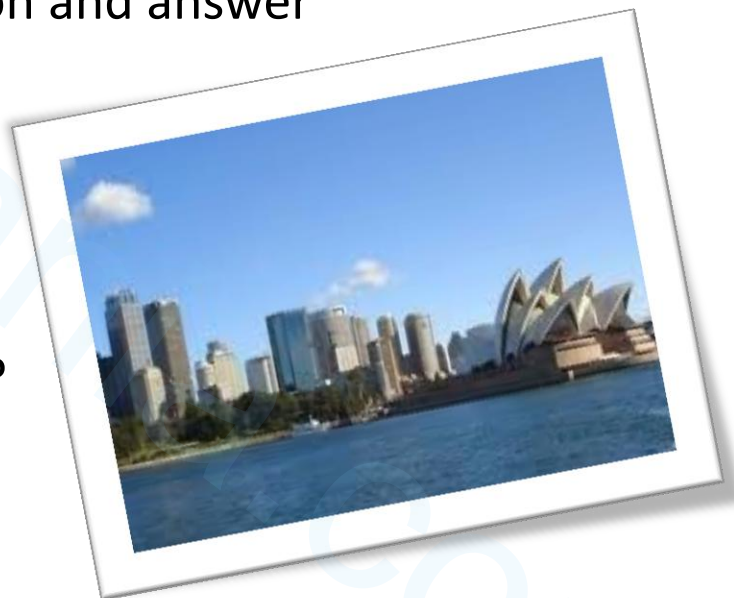
# Keeping a conversation going

## Listening

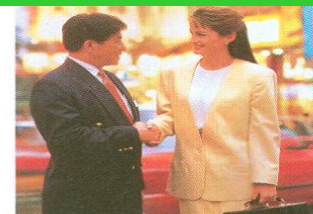
a. Yu Hon Su is in Australia on business. He is talking to Michelle Usher before they go into a business meeting. Listen to the beginning of the conversation and answer the questions below.



1. Have they met before?
2. Do they know each other?
3. How many questions does Michelle ask?
4. How many questions does Hon Su ask?



hotels   food   television   air travel   sightseeing



Listen again and rearrange this part of the dialogue.

**Yu Hon Su:** Uh...I don't know ...I'll leave it up to you.

**Yu Hon Su:** At the Hotel Nikko. It's near Darling Harbour station on the metro monorail.

**Michelle:** I'd love to show you the sights of Sydney. Where are you staying?

**Michelle:** Oh yeah. I know it. How about if I meet you there tomorrow morning...say about 11?

**Michelle:** Only your camera. We could go to the Opera House in the morning and then have lunch overlooking the harbor. Is there anything you really want to see?

**Yu Hon Su:** Sure. Do I need to bring anything?

*Michelle: I'd love to show you the sights of Sydney. Where are you staying?*

In a conversation, when we are asked a question, we usually don't just answer: we also offer extra information or return a question.

We call this answer + (answer plus)

## Transcript

MICHELLE: Hello. Mr. Yu?

YU HON SU: Yes?

MICHELLE: Michelle Usher. We've talked on the phone ...

YU HON SU: Ah. Ms. Usher. Nice to meet you in person.

MICHELLE: Thank you for coming. Did you have a good flight?

YU HON SU: Pretty good. This is a very impressive building.

MICHELLE: Mmm. Is this your first time at the head office?

YU HON SU: Yes. It's my first time in Australia, actually.

MICHELLE: Really! Well, if you have any free time while you're here, I'd be happy to show you around.

YU HON SU: Oh, I don't want to bother you.

MICHELLE: Not at all. I'd love to show you the sights of Sydney. Where are you staying?

YU HON SU: At the Hotel Nikko. It's near Darling Harbor station on the Metro Monorail.

MICHELLE: Oh yeah. I know it. How about if I meet you there tomorrow morning ... say about 11?

YU HON SU: Sure. Do I need to bring anything?

MICHELLE: Only your camera. We could go to the Opera House in the morning and then have lunch overlooking the harbor. Is there anything you really want to see?

YU HON SU: Uh ... I don't know ... I'll leave it up to you.

MICHELLE: Great ... OK. We're here.



# Language and vocabulary file

## Keeping a conversation going

Answer plus (+)

When someone asks you a question, makes a request or offers an invitation, a simple answer is fine. But if you want to develop a conversation, add something extra after your answer.

Examples:

Question: How long have you been working here?

Answer: *Five years. (plus) How about you?*

Question: What do you think of the sales forecast?

Answer: *It's good. (plus) The computer graphics are excellent, don't you think?*

*Useful expressions: Really? Me too!*

*Sounds good*

*Great! I'd love to*

Write (Answer) and (plus) for each of the following questions:

1. Where are you staying?

Answer:

Plus:

2. What do you do on weekends?

Answer:

Plus:

3. What did you think of the presentation?

Answer:

Plus:

## Speaking practice



Start a conversation with your teacher. Make sure you keep the conversation going.

Apply what you have learned today.

There are six words or phrases in the box.

great  
sounds  
good  
me  
too  
true  
yeah  
sure

g	r	e	a	t	d	r	e	a	s	k	r
a	s	e	p	g	k	h	o	u	u	a	p
u	m	j	a	f	e	l	n	f	r	s	k
a	e	y	u	l	d	h	i	o	e	s	z
s	u	t	u	i	l	g	h	j	k	d	e
e	t	t	h	f	d	y	e	a	h	u	o
y	o	r	d	s	y	u	j	f	d	i	a
s	o	u	n	d	s	m	g	o	o	d	g
r	s	e	e	u	g	f	s	h	t	b	f

What are these used for?



# Review: Conversation Starters



TOPIC	EXPRESSION/QUESTION
Talking about the weather	
Talking about current events	
At the office	
At a social event	
Out for a walk	
Waiting somewhere	

## **Culture focus**

In your country, which topics are okay to talk about with business colleagues and which are not?



***Thank you for  
today!***

***I'm looking forward to  
seeing you again!***