

Grammar

Practice A

Complete the sentences with the correct form of the verb in parentheses. Make the verb negative if the word *not* is in the parentheses.

1. Mike (live) lives in New York City.
2. He (have) _____ an apartment near the office.
3. He (not, take) _____ the bus to work.
4. He (walk) _____ to work.
5. Mike (like) _____ his job.
6. He (write) _____ about movies.
7. He (go) _____ to the movies every day.
8. He (not, go) _____ home at 5:00 in the afternoon.
9. Lee (correct) _____ his work.
10. Mike and Lee (not, agree) _____ all the time.

Practice B

Write missing words. Use the correct -s or -es spelling of the verb.

1. John (get up) gets up at noon.
2. He (eat) _____ breakfast.
3. He (watch) _____ television.
4. He (meet) _____ his friends for lunch.
5. He (try) _____ to find a job.
6. In the evening, he (go out) _____ with his friends.
7. John (come) _____ home at four o'clock in the morning.
8. On Sundays, he (stay) _____ home.
9. He (wash) _____ his clothes.
10. He (clean) _____ his apartment.
11. He (call) _____ his mother.
12. His mother (worry) _____ about him.

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Practice C

Ann Philips is a host on a morning television program called *Good Morning*. Use the expressions of frequency on the left to make sentences about Ann's workday.



occasionally

1. On weekdays, I get up at 3:30 in the morning.

seldom

2. I eat breakfast.

normally

3. I leave the house at 4:15.

usually

4. I get to the studio at 4:30.

always

5. *Good Morning* starts at 7:00.

hardly ever

6. I leave the studio before midday.

from time to time

7. I go to the gym.

never

8. I go shopping.

usually

9. My husband and I stay home in the evening.

frequently

10. We go out on weekdays.

rarely

11. We watch television.

normally

12. I go to bed at 9:00.

Practice D

Now write questions for the answers in practice C.

1. *How often do you get up at 3:30?* _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Reading

A. Read the text.

SMALL TALK? It's a Big Deal!

Judy Green, the CEO of a high-tech company, is in her early thirties. This is what she is thinking:

“A is for animals. B is for basketball. C is for cab ride. D is for . . .” Is she at home with her three-year-old child? No, she is at a very important business event—together with many of her most important **clients** and members of competing companies.

“You know, I always feel very confident about what I do in business,” says Judy. “But when it comes to entertaining clients or attending social events, I usually get so nervous. The ‘A is for animals’ is one **technique** I use to help me with small talk. I think of the letters of the alphabet, and then I think of a topic starting with those letters. Then I ask questions about those topics.”

There are many people like Judy. Although they are highly successful in the workplace, when they have to perform socially, they are rarely so efficient. “Today, how you are in social situations is extremely important,” says Los Angeles-based image consultant Belinda Ford. “When you are at a business event, you are selling yourself and selling your company. You need to sound confident.”



In terms of building a career, your **performance** in a social situation can be very important. “Where do you network with the people who are likely to offer you a position at another company? At industry meetings and social events,” Ford goes on. “Being good at small talk helps you market yourself.”

Fortunately, help is available.

There are several excellent books on the topic. Consultants like Belinda Ford are also available for **sessions**. “You invest in your business clothes. Why wouldn’t you invest in your business manner?” says Ford.

Here are some other techniques that Belinda Ford recommends:

- Listen to people.
- Ask leading questions. These are questions that need a response, such as “Nice day, isn’t it?” or “Did you see the baseball game?”
- Many people feel just as nervous as you do. Don’t be afraid to go up to talk to them.

“Everybody knows that you didn’t come to talk about the weather,” Ford says. “But the weather is one topic that most people can comment on. It’s a safe topic that shouldn’t **offend** anyone.”

- Glossary:**
- client (n.)** someone who pays a person or organization for a service (ลูกค้า)
 - technique (n.)** a special skill or way of doing something (กลวิธี, เทคนิค)
 - performance (n.)** how well or badly someone does something (การปฏิบัติตัว)
 - session (n.)** a meeting (การประชุม)
 - offend (v.)** to make someone angry or upset (ทำให้ขุ่นเคือง)

B. Answer the questions.

1. What is Judy Green's problem?

2. What is one technique she uses?

3. Why is it important to be confident at business events?

4. What are two things that Belinda Ford recommends?
