

# NOTES



## NETWORKING AT A BUSINESS EVENT

# What do you do?

## Module 1 Unit 1



What are you doing?

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What do you do?

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# What do you do?



I teach Business English to non-native English speaking Mining Industry Professionals.



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What are you doing?

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# What are you doing?

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I am introducing a new topic of study for my online program.



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What's the difference?





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## What's the difference?

What time is the question asking about?  
(past/present/future)

When is the activity being done?



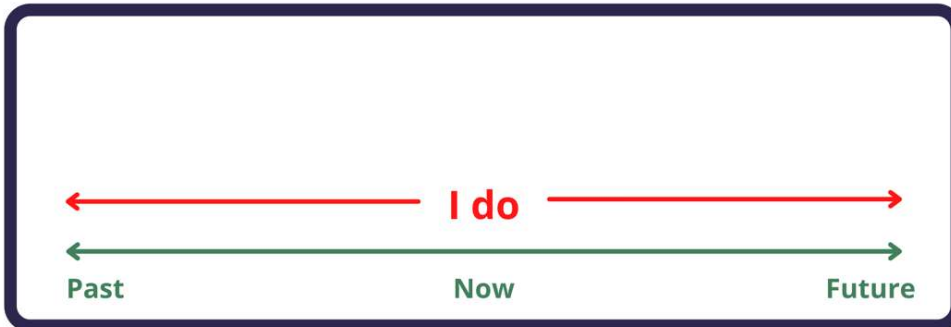
present

activity being done now



present

activity  
being done  
in general



Present simple



Present continuous

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Listen to the audio recording and answer the following questions.



1. What is the course?
2. What does Kirsten ask everyone to do?
3. What department does Denis work for?
4. What does Denis often deal with?
5. What is his reason for taking the course?



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## TRANSCRIPT

**Kirsten** - Good morning, everyone and welcome to your first day of what I hope will be an interesting and useful course in leadership skills training. As you know, my name's Kirsten and I'm your trainer for the next two days.

Now you haven't met each other before, so I would like everyone to give a short introduction about themselves. Okay? Denis, you can go first.

**Denis** – ah, sure. Good morning, everyone. My name is Denis Erdogan and I work in the sales department as a quality manager. In my job I often deal with customer complaints and I also work closely with the production team to try and identify any quality improvement opportunities as they arise. So for example, we are currently looking to run a plant trial to minimise a chloride impurity for a customer request. I have been in this role for 3 months now, and I find it very rewarding.

**Kirsten** - Great. So, why are you taking this course today?

**Denis** – Well, our department is growing rapidly and I will be getting two new assistants working for me. I have not been a supervisor before and I need to learn effective leadership skills. These days, more and more people are moving into leadership roles without adequate training and they have some difficulties. I will have to manage my teams' workloads, conduct performance appraisals, provide support and mentoring while ensuring their training needs are managed. I need to learn industry best practices to be the best leader I can.

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Listen to the audio recording and answer the following questions.

1. What is the course?  
Leadership skills training
2. What does Kirsten ask everyone to do?  
give a short introduction about themselves
3. What department does Denis work for?  
Sales department
4. What does Denis often deal with?  
with customer complaints
5. What is his reason for taking the course?  
He will be getting two new assistants working for him. He has not been a supervisor before and he needs to learn effective leadership skills



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Match the beginning and endings of the sentences.

1. My name is Denis Erdogan and I work

2. I need to learn

3. These days, more and more people are moving into leadership roles without adequate training

4. I am your trainer

5. Why are you taking

6. We are currently looking to

A. effective leadership skills

B. this course today

C. for the next two days

D. in the sales department

E. run a plant trial to minimise a chloride impurity

F. and they have some difficulties

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Did you get them right? Listen again.

1. My name is Denis Erdogan and I work

2. I need to learn

3. These days, more and more people are moving into leadership roles without adequate training

4. I am your trainer

5. Why are you taking

6. We are currently looking to

D. in the sales department

A. effective leadership skills

F. and they have some difficulties

C. for the next two days

B. this course today

E. run a plant trial to minimise a chloride impurity





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## Language Point

Complete explanations a-f with *simple* or *continuous*. Then match the sentences from the previous activity to the explanation.

- a) We use the present \_\_\_\_\_ to talk about regular or repeated actions. \_\_\_\_\_
- b) We use the present \_\_\_\_\_ to talk about actions happening now and current projects. \_\_\_\_\_
- c) We use the present \_\_\_\_\_ to talk about general facts. \_\_\_\_\_
- d) We use the present \_\_\_\_\_ to talk about trends and changing situations. \_\_\_\_\_
- e) We use the present \_\_\_\_\_ to talk about temporary situations. \_\_\_\_\_
- f) We use the present \_\_\_\_\_ with **state verbs** such as understand, know, like, need etc. \_\_\_\_\_

1. My name is Denis Erdogan and I work in the sales department
2. I need to learn effective leadership skills
3. These days, more and more people are moving into leadership roles without adequate training and they have some difficulties
4. I am your trainer for the next two days
5. Why are you taking this course today
6. We are currently looking to run a plant trial to minimise a chloride impurity

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## Language Point

Complete explanations a-f with **simple** or **continuous**. Then match the sentences from the previous activity to the explanation.

- a) We use the present simple to talk about regular or repeated actions. 1
- b) We use the present continuous to talk about actions happening now and current projects. 5, 3
- c) We use the present simple to talk about general facts. 4
- d) We use the present continuous to talk about trends and changing situations. 3
- e) We use the present continuous to talk about temporary situations. 6
- f) We use the present simple with **state verbs** such as understand, know, like, need etc. 2

1. My name is Denis Erdogan and I work in the sales department
2. I need to learn effective leadership skills
3. These days, more and more people are moving into leadership roles without adequate training and they have some difficulties
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## A little extra.....



 We often use adverbs with the present simple and present continuous.

Can you find 2 adverbs in the sentences from before?

- These days (adverb of time)
- Currently (adverb of time)

Some other adverbs can be adverbs of frequency:

- Sometimes
- Never
- Always...

1. My name is Denis Erdogan and I work in the sales department
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A little extra.....

### **Adverbs of Time**

These often go at the beginning or the end of the sentence. (*Currently is the exception... it follows the second example of frequency*)

These days, more and more people are moving into leadership roles without adequate training and they have some difficulties

More and more people are moving into leadership roles without adequate training and they have some difficulties these days.

### **Adverbs of Frequency**

These can go before the main verb or after *be*.

I *always* work from the office

I am *always* working from the office.

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**Prepare a short personal presentation using the present simple and present continuous.**

If possible, record a short video of the presentation (phone/computer etc)

Aim to speak for 2-3 minutes.

**Include:**

- Your job and your responsibilities
- A current project at work
- What you like most about your job
- Your reasons for taking this English course

<https://www.grammarly.com/grammar-check>

