

VOCABULARY

1 Introductions

Choose the best word to complete each sentence.

- 1 Mr Dubois lives in Germany, but he comes from *French / France*.
- 2 Both Aslan and Zeynep are *Turkish / Turkey*.
- 3 Is JVC a *Japanese / Japan* company?
- 4 The new accountant is from *Kuwaiti / Kuwait*.
- 5 What's the capital of *Omani / Oman*?
- 6 Lloyds isn't a *USA / an American* bank.
- 7 The company's CEO is *the UK / British*.
- 8 We manufacture our products at a factory in *China / Chinese*.
- 9 The company closed its office in *Greece / Greek*.
- 10 Nokia isn't a *Sweden / Swedish* company!

TO BE

Complete the conversations below using the words from the box.

'm 'm not are are aren't is isn't

A: Where¹ you from?

B: I² from Poland – Warsaw. How about you? Are you Chinese?

A: No, I³. I come from Japan.

A:⁴ your co-workers American?

B: My boss⁵ American. He's from New York City. But my other co-workers⁶ American. They're French and German.

A: Excuse me. May I use this office for a few minutes?

B: I don't know. It⁷ my office. I don't work here. I'm visiting today!

A: Oh, sorry.

WH- QUESTIONS

Complete these questions with *What, Where or Who*.

- | | |
|-------------------------------|--------------------------------|
| 1 is Mr Santos from? | He's from Cuenca, Ecuador. |
| 2 is Lenore's job? | She's a manager. |
| 3 are you doing? | I'm writing an e-mail. |
| 4 is waiting outside? | Mr Jones and three colleagues. |
| 5 is the receptionist? | She's in the conference room. |
| 6 are you working with? | Ursula and Piet. |

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2 Work and leisure

Complete these sentences with *in, at or on*.

- 1 The new office opens 30th March.
- 2 All of our shops are open night.
- 3 Can we have a meeting Friday?
- 4 We always have our sales conference July.
- 5 We don't schedule meetings Monday mornings.
- 6 I sometimes work the weekend.
- 7 I usually visit my clients the afternoon.
- 8 I often start new projects the spring.
- 9 We always have a big office celebration New Year.

ADVERBS AND
EXPRESSIONS OF
FREQUENCY

Match the pairs of sentences.

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------|
| 1 He never wakes up before six. | a) On Mondays and Tuesdays, he wakes up at 5.45. Other days, he wakes up at 6.15. |
| 2 He sometimes wakes up before six. | b) Every day, he wakes up at 5.45. |
| 3 He often wakes up before six. | c) On Mondays, he wakes up at 6.15. Other days, he wakes up at 5.45. |
| 4 He usually wakes up before six. | d) On Mondays, Tuesdays and Wednesdays, he wakes up at 5.45. Other days, he wakes up at 6.15. |
| 5 He always wakes up before six. | e) Every day, he wakes up at 6.15. |

SKILLS

Put the words in the correct order to make questions.

- 1 time / What / free / you / in / do / your / do / ?
- 2 do / finish / you / work / When / ?
- 3 about / What / like / do / best / you / job / your / ?
- 4 your / you / in / do / do / job / What / ?
- 5 Do / colleagues / your / you / after / meet / work / ?
- 6 work / How / you / hours / many / a / do / week / ?

WRITING

Write an e-mail (40–60 words) to a new colleague telling them about yourself. Use these topics to help you.

- | | |
|---------------------|------------------|
| • company/college | • married/single |
| • live | • work |
| • nationality | • hobbies/job |
| • enjoy/don't enjoy | • name |

VOCABULARY

3 Problems

Write sentences with the opposite meaning. Use the words from the box and *too* or *enough*.

big confusing fast late noisy short soft wide

- 1 My chair is too hard. *My chair isn't soft enough.*
- 2 His hotel room is too small.
- 3 The office isn't quiet enough.
- 4 The report isn't clear enough.
- 5 Her laptop is too slow.
- 6 We weren't early enough to get seats on the train.
- 7 The spaces in the car park are too narrow.
- 8 The electrical cable isn't long enough.

PRESENT SIMPLE:
NEGATIVES AND
QUESTIONS

Complete this conversation with *does*, *doesn't*, *do* and *don't*.

- A:¹ you know where Mr Sato is?
 B: He² work in this office on Wednesdays.
 A: Where³ he work?
 B: At the factory. You can call him there on his mobile.
 A: I⁴ have his mobile number.⁵ you have it?
 B: Yes. It's 8477-3991.
 A: Thanks. So what⁶ he do at the factory on Wednesdays?
 B: He talks with the engineers.
 A:⁷ he have an office at the factory?
 B: No, he⁸.

HAVE; SOME
AND ANY

Complete the sentences below using the words from the box.

any do doesn't doesn't have don't have has have some

- 1 I a car, so I take the bus to work.
- 2 Do you have money?
- 3 Luke a pen. Can he borrow yours?
- 4 Lorraine a new computer.
- 5 The new office have a car park.
- 6 you have any time this afternoon?
- 7 We a staff meeting every Monday morning, and everyone hates it.
- 8 I have questions for you. Can we have a meeting?

SKILLS**Match the sentence halves.**

- | | |
|------------------------|------------------------------------|
| 1 Can I speak | a) back later, please. |
| 2 Call me | b) here. |
| 3 Hello, this is | c) to Ahmed Al Harbi, please? |
| 4 Hello, Michel Dupont | d) Sheila Smith, Castle Electrics. |
| 5 I have a | e) to hear that. |
| 6 I'm sorry | f) to the manager. |
| 7 Can you give me | g) some more information? |
| 8 I can talk | h) problem with an invoice. |

WRITING

Write a description (40–50 words) of your office or a room at home. Write about the things that it has and doesn't have.

Cultures 1: Eating out**A Match the expressions with the same meaning.**

- | | |
|----------------------|----------------------------------|
| 1 be punctual | a) be rude |
| 2 be late | b) behaviour while eating |
| 3 have good manners | c) don't leave |
| 4 show bad behaviour | d) arrive on time |
| 5 guest | e) say hello to |
| 6 stay | f) visitor |
| 7 greet | g) be polite |
| 8 dining habits | h) arrive after the meeting time |

B For each of the statements below (1–12), choose the cultural topic area (a–f) that each person is speaking about.

- | | |
|------------------------|---------------------|
| a) Leaving | d) How much you eat |
| b) Drinking | e) Seating |
| c) What you use to eat | f) Arrival |

- 1 In my country, the position furthest from the door is for the most important person.
- 2 It's best to try any food that your host offers, and to finish it if possible.
- 3 Here, we rarely use chopsticks.
- 4 No one notices if you come 15 minutes after the appointment time.
- 5 We usually kiss the cheek of everyone in the group at the end of the evening.
- 6 We always wait for the organiser to show us which chair to take.
- 7 We never have alcohol at business meals.
- 8 Here, people go home when they are ready to go.
- 9 It's very strange to arrive early. We never do that.
- 10 Wait for someone to fill your glass.
- 11 We never touch food with our left hand.
- 12 If you leave some food on your plate, it shows you are full.