

Practice file answer key

Unit 1

Working with words

Exercise 1

- a 3 e 4 h 5 g 6 c 7 f 8 d

Exercise 2

- 1 charge of
2 responsible for
3 consist of
4 specialize in
5 work with / deal with
6 deal with / work with

Business communication

Exercise 1

- 1 this is
2 I'm very pleased
3 Nice to meet you
4 what do you do
5 Really
6 It was nice
7 Here's my
8

Exercise 2

- 1 I'm delighted to meet you
2 Please call me Greg
3 Which part of the US are you from
4 I'm afraid I have to go now
5 It was very nice to meet you
6 Do you have a card
7 I look forward to hearing from you

Language at work

Exercise 1

- 1 do you have to
2 is she sitting
3 are you working on
4 does Nadia think
5 Are you thinking
6 does a successful salesperson earn
7 are you doing
8 think, belongs
9 have/are having
10

Exercise 2

- 1 I'm currently working on plans for a new shopping centre.
2 I often have lunch with clients.
3 She normally leaves at 4.00 on Friday afternoons.
4 All our customers expect free Wi-fi nowadays.
5 I never take work home at the weekend, even if we're really busy during the week.

Unit 2

Working with words

Exercise 1

- 1 core hours
2 overtime
3 home-working
4 public holiday
5 paternity leave
6 unpaid leave

Exercise 2

- 1 a 2 b 3 c 4 b 5 a 6 b

Business communication

Exercise 1

- 1 Can you say that again
2 Can I have his number
3 Is that all lower case
4 Was that GSA or GSI / Was that GSI or GSA
5 Could you give me that

Exercise 2

- 1 a 2 c 3 f 4 b 5 e 6 d

Exercise 3

- 1 gec@hotmail.com
2 004431944010
3 lydia_49@yahoo.de
4 www.about-me.com/courses_online

Language at work

Exercise 1

- 1 nice to see
2 difficult to know
3 important to be
4 afraid to leave
5 sad to see
6 right to ask

Exercise 2

- 1 to change
2 to join
3 being
4 applying
5 inviting
6 to take
7 developing
8 to help
9 to requalify
10 seeing

Exercise 3

- 1 arriving
2 to keep (to make)
3 offering
4 to make
5 interviewing
6 spending
7 to sum up
8 to talk

Unit 3

Working with words

Exercise 1

- 1 schedule
2 update
3 budget
4 deadline
5 teamwork
6 skills

Exercise 2

- 2 d 3 f 4 b 5 g 6 h 7 c 8 e

Exercise 3

- 1 deadline
2 schedule
3 allocated
4 resources
5 staff
6 budget
7 update

Business communication

Exercise 1

- 1 happening with
2 help with
3 where are
4 we're currently
5 anyone else
6 update me
7 So far
8 let's check
9 let's meet

Exercise 2

- 1 We've almost finished
2 is everything on track
3 is that something I can
4 and I'm going to

Language at work

Exercise 1

- 1 booked
2 Have
3 lived
4 haven't seen
5 changed
6 Did
7 hasn't arrived
8 I've asked

Exercise 2

- 1 closed
2 has just organized
3 Have you called
4 did she arrive
5 've / have ever met
6 didn't take
7 haven't improved
8 Have you ever spoken
9 have you worked

Exercise 3

- 1 yet 2 just 3 already

Unit 4

Working with words

Exercise 1

- 1 handy
2 accurate
3 secure
4 efficient
5 up-to-date
6 time-consuming
7 poor quality

Exercise 2

- 1 Hiring a consultant, helps
2 Having a financial advisor, allows
3 Online banking, makes
4 Flying business class, lets

Business communication

Exercise 1

- 1 problems
2 question
3 happens
4 convinced
5 allow
6 seem
7 find