

HOMEWORK 1

1 Complete the conversations. Use the correct Present Simple or Present Continuous form of the verbs in brackets.

- 1 A _____ Amira always _____ on time? (arrive)
B No, she _____ in late occasionally. (come)
- 2 A What _____ you _____ at the moment? (do)
B We _____ the monthly sales report. (prepare)
- 3 A _____ Jack often _____ to Paris? (travel)
B No, he _____ the city much. (like)
- 4 A _____ Kumiko _____ the candidates today? (interview)
B No, she _____ today. (work)
- 5 A _____ you _____ with my proposals on the Dubai project? (agree)
B I'm not sure yet. We _____ them today. (discuss)
- 6 A _____ you _____ the Guangzhou proposal now? (write)
B No, I _____ the factory this morning. (visit)
- 7 A I heard that Tom _____ a house in London. (buy)
B Yes, he _____ the city to the countryside. (prefer)
- 8 A _____ you _____ lunch in the canteen every day? (have)
B No, I _____ the food there. (enjoy)
- 9 A What _____ you _____ of the new manager? (think)
B I _____ he's a good man. (believe)
- 10 A _____ you _____ to the staff meeting every month? (go)
B Usually, but I _____ it today. (attend)

2 Complete the professional profile with the correct form of these verbs.

become design do feel live look speak try want work

Diego Martinez is an architect. He _____¹ with his young family in the western United States. In addition to English and Spanish, he also _____² French. Although he usually _____³ houses, now he _____⁴ on an office block. He _____⁵ that all buildings should be beautiful as well as efficient, and at present he _____⁶ for a new challenge. 'Architecture _____⁷ more interesting as more and more new materials become available,' he says. 'Many architects always _____⁸ the same kind of work, but I _____⁹ hard now to do something new. I _____¹⁰ to make a difference to our cities.'

3 Read the professional profile. Are the statements below true or false?

Sven Lundgren works for a website design company in Stockholm, Sweden. He heads up a team who specialize in catering websites. He has personally designed the sites of some of Sweden's top hotels, and he has supervised the design of several others. He is fluent in English, German, and Swedish, and he has some knowledge of French. His present contract comes to an end soon and he would like to work in America next.

1 Sven is self-employed.

True ☐

False ☐

2 He runs a hotel. ☐

True ☐

False ☐

3 His German is better than his French.

True ☐

False ☐

4 He doesn't want to renew his present contract.

True ☐

False ☐

5 America is his home now.

True ☐

False ☐

4 Put the lines of this professional profile in the correct order. Number the lines 1–5.

a Last year, he formed his own company. _____

b He has run campaigns with several multinational firms. _____

c Gary Travers is an advertising executive. _____

d With their help, he expects the business to expand fast. _____

e Three of his former colleagues joined him. _____

5 Match 1–10 with responses a–j.

1 Do you enjoy networking? _____

a Eventually, I accepted the job.

2 It's Irina, isn't it? _____

b Could you introduce him to me?

3 Can I give you my card? _____

c I'd like to do that.

4 It's nice to meet you. _____

d It's Brian.

5 What did you do in the end? _____

e I'm based in Cairo.

6 Where are you working these days? _____

f Yes, we were both here a year ago.

7 That's my manager over there. _____

g That's right. And you must be Alan.

8 I'm afraid I've forgotten your name. _____

h And you.

9 Have we met before? _____

i Yes, I like meeting people.

10 Let's discuss this when I have more time. _____

j Yes, and I'll give you mine.

HOMEWORK 2

1 Complete the conversations with the words in brackets.

Use the correct Past Simple or Present Perfect Simple form of the verbs.

- 1 A When _____ (the printer / stop) working?
B _____ (it / break) down some time last week.
- 2 A _____ (Pierre / start) the report yet?
B Actually, _____ (he / do) it already.
- 3 A _____ (you / attend) all the planning meetings so far this week?
B No, _____ (I / miss) the one on Tuesday.
- 4 A _____ (you / write) the email to customer services yesterday?
B Yes, _____ (I / send) it in the afternoon.
- 5 A Here's the waiter. _____ (you / choose) your dessert?
B No, _____ (I / look) at the menu yet.
- 6 A Where _____ (you / hear) the news about the restructure?
B _____ (Jenny / mention) it to me this morning.
- 7 A _____ (the Sales Director / go) home already?
B Yes, _____ (she / leave) about an hour ago.
- 8 A _____ (the board members / visit) the Mumbai office recently?
B No, _____ (they / go) there for two years.
- 9 A _____ (Ahmed / make) a speech at the dinner?
B Yes, _____ (he / speak) for over an hour!
- 10 A _____ (you / be) here all morning?
B No, _____ (we / arrive) until eleven o'clock.

2 Complete the conversations with the words in brackets. Use the correct Present Perfect form

of the verbs. Use the Present Perfect Continuous whenever possible.

- 1 A _____ (you / finish) the design for the new cover?
B No, _____ (I / try) to complete it all morning.
- 2 A How long _____ (Julie / manage) the production team?
B _____ (she / work) in this department for very long – just three months.
- 3 A _____ (Ray / see) the invoice for this morning's delivery?
B No, _____ (I / give) it to him.
- 4 A _____ (they / find) the files for the Cape Town project?
B No, but _____ (they / look) for them since eight o'clock this morning!
- 5 A _____ (Diego / contact) you today?
B No, _____ (I / wait) for him to call me all day.

3 Complete the conversations with these words.

after down into off out (x4) together up

- 1 A We must put a plan _____ before we begin.
B Yes, let's break the work _____ into smaller parts.
- 2 A Can someone find _____ where we can hold the conference?
B Of course. I'll look _____ the possibilities.
- 3 A If you see a problem, please point it _____.
B Yes, we must sort _____ any difficulties before we start.
- 4 A Are you going to look _____ the visitors next week?
B Yes, I'm going to set _____ some factory visits.
- 5 A Do they know we haven't carried _____ the research?
B No, but don't put them _____ by telling them bad news!

4 Complete the conversations with these words.

action agenda discuss draw fill

item make move specific sum

- 1 A I think we've covered everything now.
B All right, then. Let me _____ up what's been said.
- 2 A Can everyone come to the meeting on Friday?
B I'm sorry, but I can't _____ Friday this week.
- 3 A I've no more to say on that point.
B OK. We'll _____ on to the next thing, then.
- 4 A Good morning, everybody. Sorry I'm late.
B Good morning, Juan. We're on the second _____ on the agenda.
- 5 A I think we should start planning for this year's sales conference.
B I agree. Could you _____ up a list of people we should invite?
- 6 A I hope everyone is clear on what they have to do.
B I'll put all the _____ points in the minutes.
- 7 A You weren't at the meeting last week, were you?
B No, I wasn't. Could you _____ me in on what happened?
- 8 A Is there any other business?
B I think we should _____ the Shanghai project.
- 9 A A new office might be expensive, but I'm sure we can afford it.
B Perhaps, but I want you to be more _____ about the cost.
- 10 A Are we going to talk about recruitment at the meeting?
B Well, it's not on the _____.

HOMEWORK 3

- 1 Look at the percentages (%). Complete the conversations with these words. Use the correct form of the *will* future if necessary.**

definitely (x2) likely might possible probably sure think (x2) unlikely

- 1 A Will you be at the workshop tomorrow?
B Yes, I _____ be there. (100%)
- 2 A Will you get a promotion next month?
B No, I _____. (25%)
- 3 A Will Bilal go to Amsterdam in the summer?
B Yes, I'm _____ he _____. (100%)
- 4 A Will you hear about the new job tomorrow?
B No, I _____. (0%)
- 5 A Will Keiko be at the meeting on Friday?
B She _____ be. (50%)
- 6 A Will the bus be late?
B Yes, it's _____ to be. (75%)
- 7 A Will aircraft soon fly without pilots?
B I think it's _____. (50%)
- 8 A Will all the passengers feel safe?
B No, I don't _____ they _____. (25%)
- 9 A Will you have time to do everything today?
B It's _____. (25%)
- 10 A Will you finish the report by tomorrow?
B Yes, I _____ I _____. (75%)

- 2 Complete the conversations. Put the words in the correct order.**

- 1 A may a buy I new this car year
_____. How about you?
B next wait I'll until year probably
_____.
- 2 A tomorrow I free might lunch for be
_____.
B you to have time join probably won't I
Sorry, _____.
- 3 A will you on meeting do the begin time think
_____?
B ten that will it's late minutes likely start it
_____.
- 4 A is that we'll the contract it get possible
_____?
B for won't good sure get a we I'm that price it
Yes, but _____.

5 A attend that Anna meetings is both likely will it

_____?

B won't meetings she definitely attend two

No, _____.

3 Complete the conversations with these words.

because (x3) caused due led result (x4)

1 A As a _____ of the rent increase, we had to move our offices to Manchester.

B Yes, but that _____ to some staff leaving.

2 A Will the shortage of wheat _____ in more expensive bread?

B Yes, higher prices are usually the _____ of a shortage.

3 A Did you sell your car _____ of the increasing cost of petrol?

B No, I sold it _____ I don't like driving.

4 A I think our clothing profits fell _____ to the warm weather.

B Yes, it _____ people to buy fewer winter coats.

5 A _____ I can't come tomorrow, I'm holding the meeting today.

B So are we free tomorrow as a _____?

4 Complete the email with these phrases.

can you let can you tell could you just confirm

I am looking forward I am writing to confirm if that's OK

I've attached kind regards please be sure please find

Dear Mr Green,

Thank you for your message. _____¹ that we are expecting you on Monday afternoon. _____² me know if you would like someone to meet you at the airport? It can easily be arranged. _____³ a copy of the schedule which I have drawn up for you. I hope it covers everything.

_____⁴ me if you are happy to do the factory tour on Friday?

_____⁵ with you, I'll confirm it with the factory manager.

_____⁶ that you will not require a driver for your time here?

_____⁷ to check that the hotel I have suggested is suitable.

_____⁸ the details attached.

_____⁹ to your arrival.

_____¹⁰ ,

David Stevens

Sales Manager

HOMEWORK 4

1 Complete the conversations. Use the correct form of the words in brackets.

- 1 A Our shop is always _____ on Friday than on Thursday. (busy)
B Yes, but Saturday is _____ day of the week. (busy)
- 2 A Madrid is _____ than Paris, isn't it? (small)
B Yes, and Paris isn't _____ as London. (big)
- 3 A Is Arsenal _____ football team in England? (good)
B No, I think Chelsea is much _____. (good)
- 4 A Motorbikes are _____ than cars, aren't they? (dangerous)
B That's right. Cars are a bit _____. (safe)
- 5 A Which is _____ from New York, Washington or Boston? (far)
B I think Boston is a little _____. (close)
- 6 A Trams are _____ than trains, aren't they? (cheap)
B Yes, but buses cost less than trams. They're _____ way to travel.
(expensive)
- 7 A I think *Hamlet* is Shakespeare's _____ play. (exciting)
B I disagree. I find it _____ than *Macbeth*. (enjoyable)
- 8 A There are far _____ skyscrapers in London than in New York.
(few) _____
B Yes, but there aren't _____ houses in New York as there are in
London. (many)
- 9 A Picasso is a _____ artist than Van Gogh, isn't he? (interesting)
B Perhaps, but Van Gogh's *Sunflowers* is _____ painting in the
world. (beautiful)

2 Complete the conversations. Choose the correct words (a or b).

- 1 A I'm __ in visiting Thailand. Do you think I'd like it?
a interested ☐ b interesting ☐
- B I'm sure you will. You'll find it an __ country.
a amazed ☐ b amazing ☐
- 2 A Were you __ to get a tablet for your birthday?
a pleased ☐ b pleasing ☐
- B Yes, I was. I'm __ by new technology.
a fascinated ☐ b fascinating ☐
- 3 A I was __ by the slow service in the restaurant.
a annoyed ☐ b annoying ☐
- B Yes, it was __ in such an expensive place.
a surprised ☐ b surprising ☐
- 4 A London is a __ city, isn't it?
a fascinated ☐ b fascinating ☐
- B Yes, there's so much to do there. I'm never __.
a bored ☐ b boring ☐

- 5 A I was ___ to hear you were late for work today.
 a surprised ☐ b surprising ☐
 B Well, I was ___ after yesterday. I didn't finish work until midnight.
 a tired ☐ b tiring ☐
- 6 A That's a really ___ book, isn't it?
 a interested ☐ b interesting ☐
 B I'm afraid I find it quite _____.
 a bored ☐ b boring ☐

3 Complete the conversations with these words.

*axis chart facts indicate prompt
 represents slide summarize trends vertical*

- 1 A Does your pie _____ show our share of the African market?
 B Yes, the red segment _____ Africa. As you can see, we have a 20% share.
- 2 A Which _____ shows staff numbers?
 B The _____ one. The horizontal one shows the years.
- 3 A Can everyone read the _____ words?
 B No, the _____ is a little too dark.
- 4 A What do these line graphs _____?
 B They show climate change _____ over the past 50 years.
- 5 A Can you briefly _____ what you've said?
 B If you look at this table, it gives you all the _____ and figures.

4 Complete the conversations with these words and phrases.

*afraid completely definitely disagree don't think good point
 my opinion personally sorry suggestion your point your view*

- 1 A I'm _____ I think our Birmingham factory has to close. It's not making any money.
 B I _____. I think we should give it another year.
- 2 A What's _____ on the Bangladesh project?
 B In _____, we need to think carefully about health and safety.
- 3 A May I make a _____? Why don't we invite the American clients to visit us?
 B _____. They'll be much happier when they see how we work.
- 4 A I _____ we can decide the budget until we have more information.
 B That's a _____. We haven't studied the project carefully enough yet.
- 5 A I'm _____, but we can't afford a bank loan until our revenue increases.
 B I take _____. But without a loan now, we can't expand the business.
- 6 A _____, I would like to get new computers for our office.
 B I _____ agree. The ones we've got now are too slow.

HOMEWORK 5

1 Complete the conversations. Choose the correct words (a or b).

- 1 **A** Are we __ take mobile phones into the meeting?
a allowed to ☐ **b** can ☐
- B** Yes, but you __ use them during the meeting.
a don't need to ☐ **b** mustn't ☐
- 2 **A** Do I __ wear a suit to work?
a have to ☐ **b** must ☐
- B** No, but you __ always wear a tie.
a don't have to ☐ **b** must ☐
- 3 **A** The notice says we __ use the swimming pool in the mornings.
a aren't allowed to ☐ **b** have to ☐
- B** No, but you __ use the pool at any other time of the day.
a allowed to ☐ **b** can ☐
- 4 **A** Do I __ show my ID card to enter the building?
a must ☐ **b** need to ☐
- B** Yes, you do. The receptionists __ let you in without seeing it.
a can't ☐ **b** have to ☐
- 5 **A** When do we __ check out of the hotel?
a have to ☐ **b** must ☐
- B** You __ check out until 12 noon.
a can't ☐ **b** don't need to ☐
- 6 **A** Does your brother __ wear special clothing at work?
a can ☐ **b** need to ☐
- B** Yes, he __ wear a helmet at all times.
a must ☐ **b** mustn't ☐
- 7 **A** __ we start work at different times through the week?
a Can ☐ **b** Have to ☐
- B** Yes, you __ always start work at the same time.
a can't ☐ **b** don't have to ☐
- 8 **A** Do I __ attend next week's meeting?
a allowed to ☐ **b** need to ☐
- B** No, you __.
a don't have to ☐ **b** mustn't ☐
- 9 **A** __ you leave work early on Friday?
a Allowed to ☐ **b** Can ☐
- B** No. We __ leave before 5.30.
a can ☐ **b** can't ☐

2 Complete the conversations. Use the correct form of the adjectives in brackets.

- 1 A It's _____ to see stars during the day, isn't it? (possible)
B That's right. They're _____ after the sun comes up. (visible)
- 2 A Is it _____ in England to cross the road at a red light? (legal)
B No, but many people think it's _____. (responsible)
- 3 A It's hard to work with Fred. He's a bit _____, isn't he? (organized)
B I agree. His desk is always very _____. (tidy)

3 Complete the conversations with these words.

*careful could don't idea keen
shouldn't sound suggestions think tip*

- 1 A Do you _____¹ we should visit the museum in the morning?
B All right, but I'm not _____² on getting up early.
- 2 A Why _____³ you have the meeting in a local café?
B That's an interesting _____⁴, but it might be a bit noisy.
- 3 A Do you have any _____⁵ for what food we should offer our guests?
B One thing you should be _____⁶ about is meat. Some may be vegetarians.
A Thanks for the _____⁷. I'll see that we have some vegetarian dishes.
- 4 A One thing you _____⁸ do is take a river trip to the old castle.
B Yes, I like the _____⁹ of that.
A But you _____¹⁰ wear your best shoes. The ground near the castle is a bit wet.

4 Complete the conversations with these words.

anti-smoking co-produce cybercrime e-commerce ecotourism ex-president

- 1 A Who was that woman you were talking to just now?
B That was the _____ of our company. She's retired now.
- 2 A Do you make all the parts of the plane in this factory?
B No, we _____ this aircraft with our partners in France.
- 3 A What is the biggest threat for banks at the moment?
B I'd say it was _____ – millions of dollars are stolen each year because of it.
- 4 A Why have cigarette sales fallen so dramatically over the past twenty years?
B Mainly because the _____ campaign has been very effective.
- 5 A How are the new holidays to the Amazon rainforest doing?
B They're selling well. _____ is very popular at the moment.
- 6 A What's Ulla doing these days?
B She's left her old employer, and now she runs an _____ website selling clothes.

KEY
Homework 1

Grammar

- 1** 1 Does (Amira always) arrive / comes
2 are (you) doing / are preparing
3 Does (Jack often) travel / doesn't like
4 Is (Kumiko) interviewing / isn't working
5 Do (you) agree / are discussing
6 Are (you) writing / am visiting
7 is buying / prefers
8 Do (you) have / don't enjoy
9 do (you) think / believe
10 Do (you) go / 'm not attending
- 2** 1 lives 5 feels 8 do
2 speaks 6 is looking 9 am trying
3 designs 7 is becoming 10 want
4 is working

Work skills

- 3** 1 F 2 F 3 T 4 T 5 F
4 1 c 2 b 3 a 4 e 5 d
5 1 i 3 j 5 a 7 b 9 f
2 g 4 h 6 e 8 d 10 c

Homework 2

- 1** 1 did the printer stop / It broke
2 Has Pierre started / he has done
3 Have you attended / I missed
4 Did you write / I sent
5 Have you chosen / I haven't looked
6 did you hear / Jenny mentioned
7 Has the Sales Director gone / she left
8 Have the board members visited / they haven't gone
9 Did Ahmed make / he spoke
10 Have you been / we didn't arrive
- 2** 1 Have you finished / I have been trying
2 has Julie been managing / She hasn't been working
3 Has Ray seen / I haven't given
4 Have they found / they have been looking
5 Has Diego contacted / I have been waiting
- 3** 1 together / down 4 after / up
2 out / into 5 out / off
3 out /out
- 4** 1 sum 6 action
2 make 7 fill
3 move 8 discuss
4 item 9 specific
5 draw 10 agenda

Homework 3

- 1
 - 1 will definitely
 - 2 probably won't
 - 3 sure (he) will
 - 4 definitely won't
 - 5 might
 - 6 likely
 - 7 possible
 - 8 think (they) will
 - 9 unlikely
 - 10 think (I) will
- 2
 - 1 I may buy a new car this year. /
I'll probably wait until next year.
 - 2 I might be free for lunch tomorrow /
I probably won't have time to join you.
 - 3 Do you think the meeting will begin on time? /
It's likely that it will start ten minutes late.
 - 4 Is it possible that we'll get the contract? /
I'm sure that we won't get it for a good price.
(I'm sure that we won't get a good price for it.)
 - 5 Is it likely that Anna will attend both meetings? /
she definitely won't attend two meetings.
- 3
 - 1 result / led
 - 2 result / result
 - 3 because / because
 - 4 due / caused
 - 5 Because / result
- 4
 - 1 I am writing to confirm
 - 2 Can you let
 - 3 I've attached
 - 4 Can you tell
 - 5 If that's OK
 - 6 Could you just confirm
 - 7 Please be sure
 - 8 Please find
 - 9 I am looking forward
 - 10 Kind regards

Homework 4

- 1
 - 1 busier / the busiest
 - 2 smaller / as big
 - 3 the best / better
 - 4 more dangerous / safer
 - 5 further (farther) / closer
 - 6 cheaper / the least expensive
 - 7 most exciting (least exciting) / less enjoyable
(more enjoyable)
 - 8 fewer / as many
 - 9 more interesting / the most beautiful
- 2
 - 1 a / b 3 a / b 5 a / a
 - 2 a / a 4 b / a 6 b / b

- 3** 1 chart / represents
- 2 axis / vertical
- 3 prompt / slide
- 4 indicate / trends
- 5 summarize / facts
- 4** 1 afraid / disagree
- 2 your view / my opinion
- 3 suggestion / Definitely
- 4 don't think / good point
- 5 sorry / your point
- 6 Personally / completely (definitely)

Homework 5

- 1** 1 a / b
- 2 a / b
- 3 a / b
- 4 b / a
- 5 a / b
- 6 b / a
- 7 a / b
- 8 b / a
- 9 b / b
- 2** 1 impossible / invisible
- 2 illegal / irresponsible
- 3 disorganized / untidy
- 3** 1 think 6 careful
- 2 keen 7 tip
- 3 don't 8 could
- 4 idea 9 sound
- 5 suggestions 10 shouldn't
- 4** 1 ex-president
- 2 co-produce
- 3 cybercrime
- 4 anti-smoking
- 5 Ecotourism
- 6 e-commerce