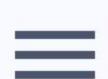
ANÚNCIO





Leia sem anúncios.

Assine com uma avaliação gratuita



= SCRIBD

Pesq...



7 haven't fixed

Language at work

Exercise 1

- 1 They're going to visit their customers.
- 2 I'm not going to ask Patrice to help.
- 3 We're going to take Tuesday off.
- Exercise 2
- 1 d 2 c 3 b 4 a 5 f 6 e

Exercise 3

- 1 is going cancel is going to cancel
- 2 Silvia going to Silvia is going
- 3 Marco are going Marco is going

- 4 It isn't going to rain today. 5 Are you going to discuss the contract at the meeting?
- 6 I'm going to see José at the conference.
- 4 I'm going to not finish I'm not going to finish
- 5 Are you visit Jess Are you going to visit Jess
- 6 for to cancel to cancel
- 7 to discussing to discuss
- 8 going take going to take

Exercise 2

2 haven't

- 1 Have you sent
- 4 has had
- 5 haven't spoken
- 6 has broken down

Exercise 3

3 've posted

- 1 the order completed completed the order
- 2 Yes, I done. Yes, I have.
- 3 haven't hasn't
- 4 Do they have Have they
- 5 t've work I've worked
- 6 took taken

Unit 12

Working with words

Exercise 1

- 1 fast
- 3 time
- 5 annual

6 public

- 2 annual 4 busy
- Exercise 2
- 1 busy period 2 deadline
- 3 some time off 4 public holiday
- 5 long weekend 6 annual leave
- Exercise 3
- 1 reminder
- 3 timetable
- 5 busy schedules
- 2 annual

- conference
- 4 tight
- 6 quiet period

Business communication

Exercise 1

- 1 The situation is that
- 4 why don't we

5 So, to summarize

- 2 The aim is to
- 3 What's the deadline

Exercise 2

- 1 We've already
- 2 How much time do we need for
- 3 Let's
- 4 I'm going to

Exercise 3

- 1 schedule
- 4 don't
- 7 need
- 2 date/time
- 5 plan 6 situation
- 8 everyone

9 summarize

3 aim Hidden word: deadlines

Language at work

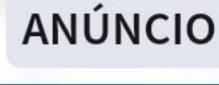
- Exercise 1 1 've finished
- 2 haven't called
- 6 've checked

7 haven't cancelled

- 3 've finalized
- 4 've booked
- 5 haven't sent

80

Practice file answer key







Leia sem anúncios.

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