

ANÚNCIO



Leia sem anúncios.

Assine com uma avaliação gratuita



SCRIBD

Pesq...



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.
- 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.

Exercise 2

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

Exercise 3

- 1 ~~is going to cancel~~ is going to cancel

2 ~~Silvia going to~~ Silvia is going to

3 ~~Marco are going~~ Marco is going
- 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

- 1 Have you sent

2 haven't

3 've posted
- 4 has had

5 haven't spoken

6 has broken down
- 7 haven't fixed

Exercise 3

- 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 ~~I've work~~ I've worked
- 6 ~~took~~ taken

Unit 12

Working with words

Exercise 1

- 1 fast

2 annual
- 3 time

4 busy
- 5 annual

6 public

Exercise 2

- 1 busy period

2 deadline
- 3 some time off

4 public holiday
- 5 long weekend

6 annual leave

Exercise 3

- 1 reminder

2 annual conference
- 3 timetable

4 tight
- 5 busy schedules

6 quiet period

Business communication

Exercise 1

- 1 The situation is that

2 The aim is to

3 What's the deadline
- 4 why don't we

5 So, to summarize

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

2 date/time

3 aim
- 4 don't

5 plan

6 situation
- 7 need

8 everyone

9 summarize

Hidden word: deadlines

Language at work

Exercise 1

- 1 've finished

2 haven't called

3 've finalized

4 've booked

5 haven't sent
- 6 've checked

7 haven't cancelled

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