

## Working with words

Complete these sentences with words from the list.  
Change the form of the verbs if necessary.

as charge deal in (x2) of responsible  
specializes with work

Hi, I'm Tom. I <sup>1</sup> \_\_\_\_\_ for a small computer company and I'm in <sup>2</sup> \_\_\_\_\_ of online marketing. Let me introduce some of my colleagues. This is Joan, she mainly <sup>3</sup> \_\_\_\_\_ with after-sales enquiries, as she works <sup>4</sup> \_\_\_\_\_ the customer support department. This is Alex; he works <sup>5</sup> \_\_\_\_\_ a lawyer, and mainly <sup>6</sup> \_\_\_\_\_ in international law. Next to Alex is Philip who is <sup>7</sup> \_\_\_\_\_ for the budgeting and my job consists <sup>8</sup> \_\_\_\_\_ developing new products. At the moment, I'm working <sup>9</sup> \_\_\_\_\_ research and development, so I'm working <sup>10</sup> \_\_\_\_\_ a team of computer engineers and technicians.

## Language at work

Complete this email with the present simple or present continuous of the verbs in brackets.

Dear Jaime

As you know, currently Josie <sup>11</sup> \_\_\_\_\_ (take) a month off because of family problems. As a result, I <sup>12</sup> \_\_\_\_\_ (need) someone to take over her responsibilities on the New York project. So the reason I <sup>13</sup> \_\_\_\_\_ (email) you is to ask if you could deal with it. I <sup>14</sup> \_\_\_\_\_ (understand) that you are very busy at the moment, but I <sup>15</sup> \_\_\_\_\_ (think) I could delegate some of your less urgent work to Bruno. I called your office and they said you <sup>16</sup> \_\_\_\_\_ (interview) people for the new position all day, so can you call me back asap tomorrow?  
Thanks.

Put the adverbs or time expressions in the right place in each sentence.

**Example:** I'm working at our head office. (at the moment)  
*I'm working at our head office at the moment.*

17 The phone rings. (all the time)

\_\_\_\_\_

18 We leave the office before seven. (hardly ever)

\_\_\_\_\_

19 I'd say I play tennis. (about three times a week)

\_\_\_\_\_

20 There's a staff meeting on Mondays. (normally)

\_\_\_\_\_

## Business communication

Match 21–25 to a–e.

21 I don't think we've \_\_\_\_

22 I'd like to \_\_\_\_

23 I'm \_\_\_\_

24 I want you to \_\_\_\_

25 Nice to \_\_\_\_

- a meet you too.
- b introduce you to a colleague of mine.
- c delighted to meet you.
- d met before.
- e meet a colleague of mine.

Complete this conversation with words from the list.

call exactly introduce part pleased

A Let me <sup>26</sup> \_\_\_\_\_ myself. My name's Nick Reimink.

B I'm very <sup>27</sup> \_\_\_\_\_ to meet you, Mr Reimink. I'm Oliver Thomas.

A Pleased to meet you too, and please, <sup>28</sup> \_\_\_\_\_ me Nick.

B Sure. So where are you from, Nick?

A I'm from the Netherlands, but I'm living in London at the moment.

B Oh really? Which <sup>29</sup> \_\_\_\_\_ of the Netherlands are you from?

A It's a small town in the east called Den Ham.

B Ah, I've not heard of it. So what do you do <sup>30</sup> \_\_\_\_\_?

A I'm a project manager. What about you?

Result \_\_\_\_\_ / 30 marks

# Unit 1 Speaking test

## Role cards

Copy this page and cut out the role cards for the students. Then use the Speaking test results forms to evaluate each student's performance. You can then cut out the results and give them to the students.

cut along this line

### Student A

You are at a conference. You are meeting the other person for the first time.

- Introduce yourself.
- Exchange greetings.
- Say who your work for.\*
- Say what you do.\*
- Describe your responsibilities.\*
- Find out about the other person and show interest.
- Agree to keep in contact.

\*If you are a student, say where and what you study.

### Student B

You are at a conference. You are meeting the other person for the first time.

- Introduce yourself.
- Exchange greetings.
- Say who your work for.\*
- Say what you do.\*
- Describe your responsibilities.\*
- Find out about the other person and show interest.
- Agree to keep in contact.

\*If you are a student, say where and what you study.

## Unit 1 Speaking test results

Use these forms to evaluate the students.

cut along this line

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
introduce him/herself and exchange greetings			
say who he/she works for and what he/she does			
describe his/her responsibilities			
find out about the other person and show interest			
agree to keep in contact			

Result \_\_\_\_\_ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
introduce him/herself and exchange greetings			
say who he/she works for and what he/she does			
describe his/her responsibilities			
find out about the other person and show interest			
agree to keep in contact			

Result \_\_\_\_\_ / 10 marks

cut along this line