

1)

Can you ... explain your responsibilities?

Talk about your responsibilities and give examples of what you did last week.

At work, I am responsible for the sale of LCV vans and fleet sales.

I had an 8 car release last week.

I had to prepare them for release, complete the warranty and the required documents.

I checked if they are washed and cleaned inside.

I had to be sure that everything was prepared as agreed with the client

At Home.

Last week I made apple cakes

2A) You are going on vacation to Italy next week for ten days.

You are flying to Rome, and then taking the train to Florence and Venice.

You see a friend.

Your friend is also planning a trip. Ask your friend about his / her trip, and tell your friend about your trip.

What's up?

Are you alright? Long time no see.

Are you planning a trip?

Where?

For how many days?

are you going with your family?

How do you plan to spend your time there?

Sounds great

I am planning a trip to Italy. We are flying to Rome. We will spend 4 days in Rome.

I would like to see the colosseum vatican museum and we also have a trip to Popeje

Then we go by train to Florence where we will also spend 4 days.

I don't know Florence but I heard it's a beautiful city.

Finally, we go to Venice. We will spend two days there.

We have a purchased guide who will show us around Venice.

2B) You are going on a business trip next week.

You are leaving on Monday. You are flying to Tokyo, Seoul, and Bangkok. You are coming back in two weeks.

You see a friend. Your friend is also planning a trip.

Ask your friend about his / her trip, and tell your friend about your trip.

Are you alright? Long time no see.

Are you planning a trip?

Where?

For how many days?

are you going with your family?

How do you plan to spend your time there?

Sounds great

I am going on a business trip with my boss next week.

I will be his translator

I'm leaving on Monday. I'm flying to Tokyo, Seoul and then Bangkok. I`m coming back in two weeks.

3) Role A

You are in London. You would like to visit a friend in Edinburgh, Scotland. You would like to arrive before dinner on either Friday or Saturday. You can travel anytime on Saturday, but only after three o'clock on Friday. You are calling the train station. Ask about trains to Edinburgh

Good morning.

I'm looking for a train to Edinburgh.

Is there any train on Friday after 3pm?

I can't earlier because I'm working.

Too late.

And on Saturday morning?

How much is a first class ticket? And in the second?

First class ticket, please. One way.

3B) You work in the ticket office at the train station in London.

A passenger is calling about trains to Edinburgh. Help him or her buy a ticket over the phone.

These trains run from London to Edinburgh every day of the week.

There are three more trains to Edinburgh today at 12 noon, 1pm and 3pm.

Driving time is about 4 and a half hours.

The first two trains are cheaper. The ticket costs £68.

The third - at 15 o'clock - is the most expensive. It costs £92.

4A) It's 11:45 a.m. You are at a train station in Washington, D.C.

You'd like to leave for New York soon. You have a meeting there tomorrow morning.

Go to the ticket window and buy a ticket.

Good morning. I'd like to buy a ticket to New York.

What time do I have to leave to be in New York at 8am?

I'd like a one-way ticket in second class, please. By the window.

6) Ask a classmate about a (business) trip he / she took. Write down five questions to ask.

How did the conversation with the client go.

What is your relationship with this client?

Did you sleep in a hotel or did you come home at night?

How did he react to the proposal?

He bought?

5A) You are traveling to Atlanta from your home city. It is now 5:00 p.m., and you are in New York. Your flight was delayed because of bad weather, and you missed your connecting flight. The airline will put you on another flight — it leaves at 8:00 p.m. and will arrive in Atlanta at around 10:45 p.m. A friend is meeting you at the airport in Atlanta. Call and tell your friend about the flight.

Hi John. I'm in New York. I'm calling to say we landed late because we had bad weather (feder) and missed my connecting flight.

The airline transferred me to another flight at 8pm. I'll be in Atlanta around 11:00 pm.

5B) You live in Atlanta. It is now 5:00 p.m. In a few minutes, you will drive to the airport to pick up a friend.

Your phone is ringing. Answer it.

Hi. I'll call you later because I have to pick up my friend at the airport.

The taxi is already waiting for me

7) You are a writer for a business blog. You would like information about the kinds of companies people work for and what their companies do.

Write down the questions you want to ask. Then talk to one or two people.

What does your company do?
Production? services?
How long have you been working there?
Are you satisfied with this job?
Do you have a dresscode

8) I have the name of the people responsible for

- Sales department
- Export department
- Production
- HR department

Can you tell me who is responsible for

- IT DEPARTMENT
- Purchasing department
- Accounting

Jan Kowalski is responsible for the sales department.
Andrzej Kowalski is the HR manager
Jarek Anioł is responsible for exports
For production Andrzej Młtek
Joanna Bawolska is responsible for accounting
Who is responsible for IT and Purchasing Department?

9) Tell a classmate what a friend or family member does at work.

Bartek - my son - is a personal trainer.
She trains children up to the age of 16.
These are general development trainings like tabata or cardio

10) Ask a friend what he / she did (at work) last month. Think of four or five questions to ask.

What time do you start work?
What are you responsible for?
Are you involved in large projects?
Do you have direct contact with customers?
What do you like most about your job?