

E. FURTHER PRACTICE

UNIT 1.2 INTRODUCING YOURSELF AT WORK

1. Circle the best answer for each sentence.

- The possible answer for "How do you do?" is.....
A. Yes, I do B. No, I don't
C. How do you do? D. Fine, thanks.
- The answer for the question "How are you?" can be.....
A. Not bad, thanks B. Very well, thanks
C. A and B are right. D. A and B are wrong.
- The answer for the question "How's the family?" can be.....
A. They're all fine. B. They are, too.
C. A and B are right. D. A and B are wrong.
- The answer for the question "What do you do?" can be.....
A. I'm an accountant. B. I work for GM.
C. A and B are right. D. A and B are wrong.
- "Helen, let me introduce you to my colleague, Jim" is used to.....
A. introduce yourself B. greet a colleague
C. ask someone about their job D. introduce a colleague

2. Listening

a. Listen to the first part of the conversation and fill in each gap.

Jeff: Hi, I'm Jeff. I'm.....¹ Sales.

Susan: Hi Jeff, I'm Susan. I.....² in.....³ Resources.

Jeff: How are things.....⁴ in your department?

Susan: Pretty good. I enjoy my work. My.....⁵ are really nice, and I like my boss.

b. Listen to the telephone conversation in terms of business communications and choose the best answer among A, B, C, D.

- Why can't Elaine Strong answer the phone?
A. She's in a meeting. B. She's talking with another customer.
C. She's out of the office. D. She's talking to a colleague
- What does the caller want the secretary to send?
A. information on before-sales service B. information on after-sales service
C. a picture of the newest computers D. a list of software products
- What time should the secretary send the material?
A. 2:30 PM B. 3:30 PM
C. 5:00 PM D. 6:00 PM
- What is the caller's name?
A. Cordell B. Cordel
C. Kordel D. Kordell
- What is the caller's telephone number?
A. 560-1287 B. 560-1828
C. 560-2187 D. 560-1278

E. FURTHER PRACTICE

3. Complete the following sentence with a suitable preposition.

- a. I work Vietnam Airlines.
- b. I report directly the Head of Customer Service Dept.
- c. I'm in charge a small team.
- d. I'm responsible developing new business.
- e. I specialize renewable energy projects.
- f. I'm interested new marketing strategies.
- g. My job consists two main functions.
- h. I take part board meetings every month.
- i. Currently, I'm working an interesting project.

4. Write a short paragraph to introduce yourself and your company. Follow the example.

Hi everyone. My name is Richard Hill and I'm a digital designer and have about 5 years agency experience and I'm now looking to partner up and freelance with various companies. The scope of my design work ranges from e-commerce websites, email marketing, branding, motion graphics and designing iPhone app concepts. You can have a look at my website to see some example work <http://www.richard-hill.org.uk>. I'm really flexible and can work with you on site or remotely. Feel free to get in touch on my website and I can chat about my experience and what I can offer you in more detail. Thanks!

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....