

2D Review

1 REQUESTS AND PERMISSION

- a Complete the requests with the correct form of a verb in the list.

help send call take use work

- 1 Do you think you could work this Saturday? ☒
- 2 Can you _____ me tomorrow? ☐
- 3 Could I _____ your computer this afternoon? Mine's not working. ☐
- 4 Would you mind _____ me an e-mail about that? ☐
- 5 Is it OK if I _____ Friday off? ☐
- 6 Would you mind _____ me with this report? ☐

- b Match the requests and responses.

- a I'm sorry, but we really need you.
- b I'm sorry but I need it. What's wrong with yours?
- c Sure. What time should I call?
- d I'm afraid I can't just now. Maybe Joe can help you.
- e Of course not.
- f Yes, of course. Should I come in at ten o'clock?

2 SOCIAL ENGLISH useful phrases

Complete the dialogues.

- 1 A Have you found a job?
B No, I haven't s_____ looking yet.
- 2 A Do you like The Rockets?
B Who? I've never h_____ of them.
- 3 A Can I speak to Miranda, please?
B J_____ a minute. I'll call her.
- 4 A I'm really tired.
B L_____ me get you a cup of tea.
- 5 A H_____ do you like your new job?
B Not too much. But I haven't been there long.

3 READING

www.webwork.org/survey

This week's question

What do you think of office gossip?

A report by the Working Relations Partnership recommends that employers should see gossiping at work as a good thing, not a waste of time. We asked you what you think.



- ☒ **HELEN** As I understand it, gossiping is just talking about someone behind their back – which can't be good. It divides people.
- ☐ **AARON** Gossip is great and in my office it travels even quicker than e-mail.
- ☐ **GREG** Gossip is fine providing it's not about you!
- ☐ **STEPH** A good social atmosphere is important. However, gossiping can damage people's careers – and there's no way of knowing if it's true or not.
- ☐ **JOSEPH** In my opinion people are paid to work, not to swap stories.
- ☐ **LUKE** I am the only man in an office full of women and the constant boring gossip is a real problem. They spend the whole day chatting and I find it hard to concentrate.

- a Read the text about office "gossip" (when people talk about other people and personal things at work). Put a ✓ for the people who say gossip is OK and an ✗ next to the people who say it's bad.
- b Complete these sentences with names from the website.
- 1 Steph says that office gossip can endanger people's careers.
 - 2 _____ thinks that women gossip too much.
 - 3 _____ thinks that gossip can make people separate into groups.
 - 4 _____ says that people shouldn't be paid for chatting to each other.
 - 5 _____ thinks that gossip is a very fast way of communicating information.
 - 6 _____ thinks that gossip isn't a problem as long as you're not the one being talked about.

CAN YOU UNDERSTAND THESE PEOPLE?

a **2.20** Listen and circle the correct answer, a, b, or c.

- 1 Where did the woman probably lose her credit card?
 - a In the gas station.
 - b In the flower shop.
 - c In the restaurant.
- 2 How long has he been working as a teacher?
 - a 1½ years
 - b 2½ years
 - c 3½ years
- 3 How can people travel today?
 - a By road.
 - b By train.
 - c By air.
- 4 How are they getting to Buffalo?
 - a Route 17
 - b the Thruway
 - c Route 80
- 5 Who is working at the moment?
 - a Her brother.
 - b Her brother's wife.
 - c Her brother and his wife.

b **2.21** Listen to a conversation between a bank manager and a client. Complete the sentences with a number.

- ¹Ms. Stevens wants to borrow \$_____.
- ²The period of the loan will be _____ years.
- ³The monthly payments will be \$_____.
- ⁴The interest rate is _____ %.
- ⁵The first payment will be on _____.