

VOCABULARY

10 Communication

Complete the text below using the words from the box.

blogs and wikis briefings channels download electronic
face-to-face intranet post print upload workplace

At my company, we use various¹ of communication. Sometimes people talk about the 'paperless' office, but at my company,² communication – letters, notes and messages – are very important. But I think³ communication – direct contact with other people in meetings, team meetings, forums, conferences and⁴ – is probably the most important.

One form of communication we rarely use is⁵ communication. We don't have any notice boards or signs around the office. Instead, we use⁶ communication – mostly computers, for e-mail. And we actively use our company⁷, which has really helped to create an internal community. We often post profiles, write⁸, and participate in discussion forums. We use electronic message boards to⁹ ideas and comments and we sometimes¹⁰ images from our computers to discuss with other employees around the world. They may also be able to¹¹ information from the intranet to their computers.

TALKING ABOUT FUTURE PLANS; WILL

Correct each sentence by putting *to*, *will* ('ll) or a form of *to be* in the correct position.

- 1 You have a meeting now, so you can't phone Dimitri. But don't worry, I do it.
- 2 What Lance doing on Monday morning?
- 3 We meeting the legal team on Tuesday.
- 4 They're not going attend the conference.
- 5 Mr Shen and Mr Lee going to give a presentation together.
- 6 After we upgrade our network, computer security not be a problem.
- 7 OK, then. I write an e-mail to Jean-Luc.
- 8 We're going redesign our website next month.

SKILLS

Match the responses (a–f) to the questions/statements (1–6).

- | | |
|--|---|
| 1 What time is good for you next Tuesday? | a) Yes, that's fine for me. |
| 2 How about 10 o'clock on Tuesday? | b) Sorry I didn't make it on time.
The traffic was very bad. |
| 3 I'm sorry I missed the meeting last Monday.
My flight was late. | c) I can make six o'clock.
We can have dinner together. |
| 4 What's a good day for you? | d) I'm sorry, I can't make Monday. |
| 5 Is next Monday morning OK for you? | e) Don't worry, I'll tell you about it. |
| 6 Oh, you're here. Come in! | f) Monday. |

VOCABULARY

11 Cultures

Complete the sentences below using the words from the box.

annual leave casual Fridays childcare flexitime formal informal
job title part-time public holiday shift work social uniform

- 1 I don't wear business clothes to work at the end of the week, because we have in my office.
- 2 In our factory, all the workers wear the company
- 3 The factory runs 24 hours a day. So for two weeks each month, some workers work at night. keeps the factory going, but some workers hate it.
- 4 We have in my office, so I can choose to work from nine to five or from 10 to six.
- 5 Pietro's company gives him 14 days'
- 6 Raul has a job as an accountant for a small marketing firm. He works 20 hours per week.
- 7 Next Monday is a, so the office will be closed.
- 8 When children are ill and off school, it can be difficult to arrange, so parents often have to miss a day of work.
- 9 My is Marketing Director.
- 10 My office is Everyone uses first names when they speak to each other.
- 11 When the CEO visits the office, we can't relax. We have meetings, and everyone is very serious.
- 12 I enjoy meetings with my colleagues outside of work. Sometimes we go out for a meal in the evening, or play golf at the weekend.

COULD/WOULD,
SHOULD/
SHOULDN'T

Choose the best words to complete these conversations.

A: *Could / Would*¹ I have a copy of the budget, please?

B: Sorry, Mr Cox said I *should / shouldn't*² give it to anyone.

C: *Would / Should*³ you like some help?

D: Yes, please. *Should / Could*⁴ you hold the door for me, please?

E: This report isn't complete. There *would / should*⁵ be another section.

F: You *should / would*⁶ ask Ping about it. He wrote it.

G: There aren't any taxis. What *should / could*⁷ we do?

H: We *could / would*⁸ phone Marcus and ask for a lift.