

Review 1 A2

Vocabulary

1 Choose the correct words to complete the texts.

I'm a Sales Manager. I have a team of ten people. We always ¹*have / make* a meeting on Monday morning. The sales team usually ²*do / go to* meetings with their customers on Tuesdays, Wednesdays and Thursdays. Everyone works in the office on Fridays. We ³*write / call* customers by phone, process orders and ⁴*do / go to* research about the competition. I sometimes ⁵*start / analyse* sales data and ⁶*call / write* reports for my manager.

I'm an Office Assistant. I usually ⁷*have / answer* the phone, and I sometimes ⁸*do / make* calls. I call hotels and restaurants and plan business travel for the sales team. I never ⁹*travel / process* for work because my job is here, in the office. I sometimes ¹⁰*go to / write* meetings. I ¹¹*travel / start* work at 8.30 a.m. in the morning and ¹²*finish / call* work at 5.30 p.m.

2 Complete the dialogue with the words in the box.

available book calculate fine
have how about meet send out

A: We need to ¹_____ a budget meeting.

B: Are you ²_____ on Friday?

A: Yes. ³_____ Friday afternoon?

B: Friday afternoon is good. Shall we ⁴_____ in your office?

A: Yes, that's ⁵_____.

B: I need to ⁶_____ the production costs before the meeting.

A: OK. And I need to ⁷_____ the agenda and ⁸_____ a meeting room.

Grammar

3 Put the words in the correct order to make sentences.

1 always / He / starts / at / work / o'clock / eight / .

2 work / for / I / other / often / travel to / countries / .

3 Fridays / We / on / usually / meetings / have / .

4 with me / They / work / sometimes / on projects / .

5 excellent, / Her / is / English / she / but / studies / never / !

6 meetings / We / go / often / to / customers / with / .

4 Complete the sentences with the correct form of the verb.

1 Jon _____ (be) a Sales Assistant.

2 I _____ (not be) a Finance Officer.

3 They _____ (not finish) work before seven o'clock.

4 Jo and I _____ (work) in an office.

5 We _____ (start) work at nine o'clock.

6 I _____ (travel) for work a lot.

7 Hal _____ (not be) a Sales Manager.

8 They _____ (be) Admin Assistants.

5A Choose the correct word to complete the sentences.

- 1 What *are / do* their working hours?
- 2 How long *is / does* your lunch break?
- 3 How *are / do* you get to work?
- 4 *Is / Does* there a canteen?
- 5 *Are / Do* you go to the gym?
- 6 *Is / Does* your work space have a window?

B Write questions.

- 1 Where / their office / ?

- 2 Why / Helena need a computer / ?

- 3 Who / book meeting rooms / ?

- 4 When / your meetings / ?

- 5 Who / manage the sales team / ?

- 6 How / he get to work / ?

Functional language

6 Complete the dialogues with the phrases (a-f).

- a He analyses sales data
- b This is Josh from Boston
- c Nice to meet you, too
- d and work with the local sales teams
- e I work in IT
- f What do you do

A: ¹ _____ ?

B: I'm a Project Manager. I visit the markets ² _____ .

A: Which department do you work in?

B: ³ _____ .

A: ⁴ _____ . He's a Sales Rep.

B: Nice to meet you.

A: ⁵ _____ .

A: Do you know Leo? He's in sales. ⁶ _____ .

B: Nice to meet you, Leo.