2D

Functional language

End conversations politely

1 Choose the correct alternatives.

A: Hi Charis! Long time, no see. How are you?
B: I'm really well, thanks, and you?
A: Yeah, I'm fine. Busy, as usual!
B: Tell me about it! [1]*Listen/Listening*, I'm really sorry, but I've [2]*get/got* to go. I'm [3]*actual/actually* in a rush.
A: Oh, OK. No worries.
B: My bus is about [4]*to leave/leaving*. But it's [5]*been/being* great seeing you.
A: Yeah, good to see you, too.
B: Sorry to rush [6]*on/off* like this. It'd be great to catch [7]*up/on* some time soon.
A: Sure. How about next week?
B: Yes, good idea. I'll call you tomorrow. Sorry, I've got to [8]*run/running*. Bye!
A: See you!

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

A: In the evening, we went to that new Italian restaurant in town and we had the best pasta I've ever eaten.
B: interrupt. / to / need / going / Sorry / get / but / I
1 *Sorry to interrupt, but I need to get going.*
A: Oh, OK.
B: a / at / I've / class / 6.30 / got
2 _____
A: It's fine!
B: train / leave / is / My / to / about
3 _____
A: Don't worry!
B: great / was / catch up / to / It
4 _____
A: Yes, it was great to see you, too.
B: rush / this / Sorry / off / to / like
5 _____
A: It's fine, really.
B: rest / your / Enjoy / of / evening / the
6 _____ !
A: You too.
B: soon / See / you
7 _____

2

Listening

1 2.01 **Listen to a meeting for new employees. Which things does Camilla not mention?**

a clothes b health and safety c illness d money
e working hours f the union

2 Listen again and answer the questions.

1 What sort of meeting is taking place?
_____
2 Is the meeting formal or informal?
_____
3 Who is Camilla?
_____
4 Who is George?
_____
5 Which floor is Camilla's office on?
_____

3 Listen again and complete George's notes.

Health and [1] *safety* rules

- If there's a [2] _____, don't use lift
- Use stairs and meet in [3] _____
- Each [4] _____ meets in special place – look on map to find out where

[5] _____ courses

- Let Camilla know if interested.
- At least two people/department must do course
- [6] _____ contact details on company website
- [7] _____ policy on clothes – [8] _____ clothes all the time
- Company has flexible working hours, e.g. changing [9] _____ or taking time off
- [10] _____ times – speak to manager about them, probably flexible



LIVEWORKSHEETS