

Activity 1: Listen to two colleagues at a book company. Chris needs some information from the production database. Complete this dialogue.



Tim: No problem.

Tracking Resource Database

TRD: Product Data at your fingertips!

TRD is the business tool used in the development and management of products throughout their life cycle.

Please note the revised **HELP** function on all screens in TRD provides on screen guidance and links to useful users documentation

ENTER **EXIT**

Tracking Resource Database

User name

Password

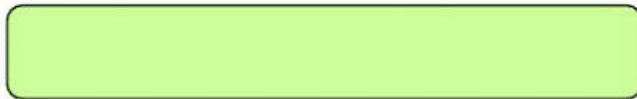
The screenshot shows a 'Find' dialog box with the following details:

- Buttons:** Find, Save, Restore, Empty, Exit.
- Search Type:** Standard Search (selected), Multi record search.
- Search Criteria:**
 - Last Name: John
 - First Name: Doe
 - Email: john.doe@company.com
 - Phone: 555-123-4567
 - Address: 123 Main St, New York, NY 10001
- Search Action:** Search (highlighted)

Basic French						
View	Publishing	Development	Production	Packs	Marketing	Admin
	Title/Assign Author					
	Editorial Data					
	Plant Costs					
	Schedule					
	Sales & Results/P & L					
	Contacts & Suppliers					
	Classification					
	Related Titles					
	Blurb					
	ORND Validation					
	Add Title					
	Copy Title					
	Author Maintenance					
	Combined Profit Study					

Project title	Basic French		
	Budget	Cost to date	Difference
	40 000		
Editorial	10 000	8 000	+2 000
Design	13 000	12 000	+1 000
Multimedia	5 000	0	+5 000
Freelance	7 000	1 000	+6 000
Marketing	5 000	6 000	-1 000
Summary		27 000	+13 000

Actividad 2: Listen and repeat these questions.



- 1 Could you help me, please?
- 2 Please could you help me?
- 3 Would you help me with this software?
- 4 Please could you explain how to do that?
- 5 Please would you give me your password?

Activity 3: Make questions from these prompts as in the example.

Example: type/name

Could you type in your name, please?

- | | |
|----------------------------|----------|
| 1 open/window | 1. _____ |
| 2 turn up/air conditioning | 2. _____ |
| 3 turn down/mp3 player | 3. _____ |
| 4 give/you/pen | 4. _____ |
| 5 answer/phone | 5. _____ |
| 6 give/password | 6. _____ |

Activity 4: Answer the questions in activity 4 with "yes" or "no" and if "no", give a reason why not.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



Activity 5: Write three questions of your own to ask for help.

1. _____	
2. _____	
3. _____	