UNIT 6.3
FURTHER PRACTICE

1.Speaking

Look at Jim's diary for next week and study the examples. Then complete the conversation between Jessica and Jim's secretary. It is now Friday 11th.

Mon 14th	Fri 18th
a.m. visit Bielefeld factory	a.m. Geneva
p.m. meet Korean visitors	p.m.
Tues 15th	Sat 19th
a.m. 9-10 give talk on word-of-mouth advertising	a.m.
p.m. prepare departmental meeting	p.m. back from Geneva
Wed 16th	Sun 20th
a.m. 10 - 11.30 departmental meeting	a.m.
p.m. to Geneva	p.m.
Thurs 17th	Notes
a.m. Geneva	
p.m.	

Jessica: Hello. I'd like to make an appointment to see Jim on Wednesday afternoon.

Secretary: I'm afraid Mr Jim is .....[1] then and he's out .....[2] until Saturday.

Jessica: Right. How about Monday?

Secretary: He's tied up all day Monday. Would Tuesday suit you?

Jessica: Tuesday? Fine. What sort of time?

Secretary: Well, he's .....[3] until ten o'clock, but he could see you after that. Otherwise in the afternoon he's .....[4] but I'm sure he could fit you in.

Jessica: Three o'clock would be great.

Secretary: three. Right. I've made a note of that. I'll call you back to confirm the appointment.

Jessica: Thank you very much.

Ms. ThuVan.Bui
LIVEWORKSHEETS

UNIT 6.3
FURTHER PRACTICE

2. Writing

Andrea receives this e-mail from Stockholm informing her about some changes. Complete the e-mail with words from the box.

sending	are leaving	cannot	has to	have to	seeing

Thanks for ……[1] the schedule.

Unfortunately, we ……[2] change our plans owing to unexpected problems here at headquarters.

We ……[3] leave on Wednesday 24th as we intended. Instead, we ……[4] for Budapest on Thursday 25th on the same flight and returning to Stockholm on the Saturday morning.

The performance evaluation is very important. We want to have at least two full hours for that. The meeting with Ms Koltai ……[5] be after that, either later in the day or the day after, whichever is more convenient.

Apart from that, feel free to make any other changes you like. I apologise for the inconvenience this may cause you. Looking forward to ……[6] you soon.

Write an e-mail (35-45 words) to all sales staff.

- Inform them of the change of time.
- Encourage everybody to be there.
- Apologise for possible inconvenience.

From: Andrea@freemail.hu

To: Sales staff

Subject: Visit from International Headquarters, Stockholm

Date: 16th May

Unfortunately our guests from Stockholm……

LIVEWORKSHEETS

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FURTHER PRACTICE

3. These words and phrases refer to the future. Put them in order, starting with the soonest. Today is 1st June.

..... a. in four days' time

..... b. in ten minutes

..... c. in three weeks' time

..... d. next month

..... e. next year

..... f. the day after tomorrow

..... g. the week after next

..... h. tomorrow morning

..... i. tonight

4. Complete these sentences using the present continuous form of the verb in brackets.

a. What ..... they ..... next week? (do)

b. They ..... not ..... They're on holiday. (work)

c. He .... sales meeting tomorrow. (attend)

5. Complete these sentences using the present continuous form of the verb in brackets.

I .....[1] (meet) Mr Yamashiro next week. He .....[2] (arrive) on Tuesday night. On Wednesday, I .....[3] (take) him to the factory. I ..... [4] (not see) him on Thursday. But I ..... [5] (drive) him to the airport on Friday.

Ms. ThuVan.Bui

LIVEWORKSHEETS

UNIT 6.3
FURTHER PRACTICE

6. Read the text below about setting up a business abroad. In each line 1-8 there is one wrong word. For each line, underline the wrong word in the text and write the correct word in the space provided.

Deciding to move abroad to set up your own business is probably one of a 1. .....

biggest decisions you will ever made. That is why you should plan your move 2. .....

well in advance. Firstly, it is a good idea to make several visit to the area where 3. .....

you intend to relocate. This will allow you to research your customers base, to 4. .....

assess local competition and to make usefully business contacts. 5. .....

Secondly, you could begin to learn the language of the country were you want 6. .....

to go. As the way people doing business varies from one country to another, you 7. .....

also need to learn about the culture, local costumes and business etiquette. 8. .....

Ms. ThuVan.Bui LIVEWORKSHEETS