

E. FURTHER PRACTICE

UNIT 1.2 INTRODUCING YOURSELF AT WORK

1. Circle the best answer for each sentence.

1. The possible answer for "How do you do?" is.....
A. Yes, I do B. No, I don't
C. How do you do? D. Fine, thanks.
2. The answer for the question " How are you?" can be.....
A. Not bad, thanks B. Very well, thanks
C. A and B are right. D. A and B are wrong.
3. The answer for the question " How's the family?" can be.....
A. They're all fine. B. They are, too.
C. A and B are right. D. A and B are wrong.
4. The answer for the question "What do you do?" can be.....
A. I 'm an accountant. B. I work for GM.
C. A and B are right. D. A and B are wrong.
5. "Helen, let me introduce you to my colleague, Jim" is used to.....
A. introduce yourself B. greet a colleague
C. ask someone about their job D. introduce a colleague

2. Listening

a. Listen to the first part of the conversation and fill in each gap.

Jeff: Hi, I'm Jeff. I'm.....¹ Sales.

Susan: Hi Jeff, I'm Susan. I.....² in.....³ Resources.

Jeff: How are things.....⁴ in your department?

Susan: Pretty good. I enjoy my work. My.....⁵ are really nice, and I like my boss.

b. Listen to the telephone conversation in terms of business communications and choose the best answer among A, B, C, D.

1. Why can't Elaine Strong answer the phone?
A. She's in a meeting. B. She's talking with another customer.
C. She's out of the office. D. She's talking to a colleague
2. What does the caller want the secretary to send?
A. information on before-sales service B. information on after-sales service
C. a picture of the newest computers D. a list of software products
3. What time should the secretary send the material?
A. 2:30 PM B. 3:30 PM
C. 5:00 PM D. 6:00 PM
4. What is the caller's name?
A. Cordell B. Cordel
C. Kordel D. Kordell
5. What is the caller's telephone number?
A. 560-1287 B. 560-1828
C. 560-2187 D. 560-1278

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3. Complete the following sentence with a suitable preposition.

- a. I work Vietnam Airlines.
- b. I report directly the Head of Customer Service Dept.
- c. I'm in charge a small team.
- d. I'm responsible developing new business.
- e. I specialize renewable energy projects.
- f. I'm interested new marketing strategies.
- g. My job consists two main functions.
- h. I take part board meetings every month.
- i. Currently, I'm working an interesting project.

4. Write a short paragraph to introduce yourself and your company. Follow the example.

Hi everyone. My name is Richard Hill and I'm a digital designer and have about 5 years agency experience and I'm now looking to partner up and freelance with various companies. The scope of my design work ranges from e-commerce websites, email marketing, branding, motion graphics and designing iPhone app concepts. You can have a look at my website to see some example work <http://www.richard-hill.org.uk>. I'm really flexible and can work with you on site or remotely. Feel free to get in touch on my website and I can chat about my experience and what I can offer you in more detail. Thanks!