

## E. FURTHER PRACTICE

### UNIT 1.2 INTRODUCING YOURSELF AT WORK

#### 1. Circle the best answer for each sentence.

- 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.
- 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.
- 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.
- 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.
- "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.....<sup>1</sup> Sales.

Susan: Hi Jeff, I'm Susan. I.....<sup>2</sup> in.....<sup>3</sup> Resources.

Jeff: How are things.....<sup>4</sup> in your department?

Susan: Pretty good. I enjoy my work. My.....<sup>5</sup> 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.

- 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
- 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
- What time should the secretary send the material?  
A. 2:30 PM    B. 3:30 PM  
C. 5:00 PM    D. 6:00 PM
- What is the caller's name?  
A. Cordell    B. Cordel  
C. Kordel    D. Kordell
- 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!

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