

Language at work | Present simple and continuous

1 Read these extracts from audio 02▷ and 03▷.

- a I'm **calling** about the email I sent you ...
- b Yes, I **remember**.
- c We're currently **updating** our corporate image.
- d I **go** to Berlin once a month ...
- e It only **takes** 20 minutes to get to the station.
- f I'm **leaving** the day after tomorrow.
- g There's a train that **leaves** at 3.00.
- h We can meet when I **get** back.
- i I'm **covering** for a colleague who's on maternity leave.

4 Which of these phrases would you normally use with the present simple and which with the present continuous?

*for the moment at the moment generally speaking for the time being
on the whole tomorrow afternoon once a week most of the time
every winter right now once in a while as a rule currently*

5 Work with a partner. Use the phrases in 4 to make true statements about your activities in or out of work.

6 Give a short presentation about your company using these points.

- 1 The industry as a whole
 - how important it is and whether it employs a lot of people
 - any changes taking place at the moment
 - future developments
- 2 Your company
 - where it is based and what it does
 - current projects and future plans
 - what customers like about the company

2 Write an appropriate question for these answers, using the stative verbs from the list. (More than one correct question is possible.)

belong
own

taste
prefer

look
sound

1 Q: Does the car sound OK to you?

A: I think so – I can't hear anything wrong with it.

2 Q: _____?

A: He's about 2 m tall, with dark hair and blue eyes.

3 Q: _____?

A: Tea – I don't like coffee at all.

4 Q: _____?

A: It's delicious.

5 Q: _____?

A: It's mine.

6 Q: _____?

A: No, I rent it.

3 Choose the correct answer from the words in *italics*.

- 1 As a rule, I *catch* / *'m catching* the 8 a.m. train.
- 2 Right now I *design* / *'m designing* a new company website.
- 3 I *stay* / *'m staying* with Clare for the time being.
- 4 On the whole I *complete* / *'m completing* most tasks quite quickly.
- 5 I generally *check* / *am checking* my emails twice a day.

2 | Practice file

Working with words

1 Choose the best word or phrase to complete these sentences.

- Our perks include subsidized meals, health care and a _____ car.
a corporate b company c commercial
- How does senior management try to _____ company loyalty among the managers?
a develop b foster c enthuse
- Does your company offer any kind of non-professional staff _____?
a development b education c extension
- We're lucky to have a non-_____ pension plan.
a contribution b contributing c contributory
- I work for an airline, so my family gets a really good _____ on flights.
a discount b decrease c bargain
- Our company offers free medical _____ so we don't need to worry if we become ill.
a assurance b insurance c reassurance
- Non-cash _____ can often be more effective for staff motivation than extra money.
a repayments b rewards c returns
- Winning the prize gave me a great sense of _____.
a realization b completion c achievement

2 Match these words to statements 1–8.

appreciation	bonus	commission
feedback	fulfilment	incentive
loyalty	morale	

- You've done well this year, overall. There are a few things that need improvement, but you've also had some successes. feedback
- My boss said he would really miss me if I left. It's nice to know he feels that way. _____
- If I'm one of the top ten salespeople, I'll get a ten-day holiday in Florida. _____
- The company has had a successful year. I got an extra €2,000 in November – on top of my salary. _____
- There's a great team spirit at work. We're all enthusiastic about what we do and everybody tries their hardest. _____
- If I can make six sales this month, that'll be 3% of €24,000 times six, which will be €4,320. _____
- I work for a charity. The salary isn't very high but the work is interesting and I feel I'm using my skills doing something very worthwhile. _____
- I've been with the company for 25 years; it would feel completely wrong to work for a competitor. _____

.04

Business communication skills

1 Alain is making small talk with Kirsten at a conference. Number their conversation in the correct order 1–12.

- _____ a Kirsten Yeah. See you.
- _____ b Alain Hello. It's Kirsten, isn't it?
- _____ c Kirsten Yes, isn't it? I'm sure you'll enjoy the change in lifestyle. We decided to stay in the city because the house we wanted needed too much work.
- _____ d Alain How are things?
- _____ e Kirsten That's right. I thought I might see you here.
- _____ f Kirsten That's amazing! We considered that line of business too!
- _____ g Alain No, not at all. Catch you later.
- _____ h Alain No? What a coincidence.
- _____ i Alain Oh dear. Were you disappointed?
- _____ j Alain Yes, it is. In fact, we've bought a small farm and my wife runs a holiday rental business.
- _____ k Kirsten No, not really. I don't think our children wanted to move. Well... You don't mind if I go and get myself some food?
- _____ l Kirsten Very good, thanks. I've heard you've moved into the country – is that true?

2 Choose the best answer from the phrases in *italics*.

Jamal Hi, my name's Jamal. ¹*I don't think we've met.* / *How are things?*

Alicia ²*No, I don't know you.* / *Nice to meet you.* I'm Alicia. Is this your first Nordica workshop?

Jamal Yes. My colleague is sick so my manager asked me to come instead. Do you know many people here?

Alicia Not really. I was recently transferred from Purchasing.

Jamal ³*What a coincidence!* / *That's lucky!* So was I!

Alicia ⁴*By the way* / *Apparently*, it's our new company policy – transfer rather than hire new people.

Jamal ⁵*Really?* / *Oh dear.* We discussed the idea for our region, too, a few months ago.

Alicia ⁶*Well,* / *By the way*, I'm sure it's a good solution for many companies.

Jamal Yes, you're probably right.

Alicia ⁷*So,* / *In fact*, would you like a drink? I'm going to the bar.

Jamal Not at the moment, thanks. ⁸*Catch you later.* / *Is that the time?*

