

## 2D Review

### 1 REQUESTS AND PERMISSION

- a Complete the requests with the correct form of a verb in the list.

help send call take use work

- 1 Do you think you could work this Saturday?
- 2 Can you \_\_\_\_\_ me tomorrow?
- 3 Could I \_\_\_\_\_ your computer this afternoon? Mine's not working.
- 4 Would you mind \_\_\_\_\_ me an e-mail about that?
- 5 Is it OK if I \_\_\_\_\_ Friday off?
- 6 Would you mind \_\_\_\_\_ me with this report?

- b Match the requests and responses.

- a I'm sorry, but we really need you.
- b I'm sorry but I need it. What's wrong with yours?
- c Sure. What time should I call?
- d I'm afraid I can't just now. Maybe Joe can help you.
- e Of course not.
- f Yes, of course. Should I come in at ten o'clock?

### 2 SOCIAL ENGLISH useful phrases

Complete the dialogues.

- 1 A Have you found a job?  
B No, I haven't s\_\_\_\_\_ looking yet.
- 2 A Do you like The Rockets?  
B Who? I've never h\_\_\_\_\_ of them.
- 3 A Can I speak to Miranda, please?  
B J\_\_\_\_\_ a minute. I'll call her.
- 4 A I'm really tired.  
B L\_\_\_\_\_ me get you a cup of tea.
- 5 A H\_\_\_\_\_ do you like your new job?  
B Not too much. But I haven't been there long.

3 READING

www.webwork.org/survey

**This week's question**

**What do you think of office gossip?**

A report by the Working Relations Partnership recommends that employers should see gossiping at work as a good thing, not a waste of time. We asked you what you think.



**HELEN** As I understand it, gossiping is just talking about someone behind their back – which can't be good. It divides people.

**AARON** Gossip is great and in my office it travels even quicker than e-mail.

**GREG** Gossip is fine providing it's not about you!

**STEPH** A good social atmosphere is important. However, gossiping can damage people's careers – and there's no way of knowing if it's true or not.

**JOSEPH** In my opinion people are paid to work, not to swap stories.

**LUKE** I am the only man in an office full of women and the constant boring gossip is a real problem. They spend the whole day chatting and I find it hard to concentrate.

- a Read the text about office “gossip” (when people talk about other people and personal things at work). Put a ✓ for the people who say gossip is OK and an ✗ next to the people who say it's bad.
- b Complete these sentences with names from the website.
- 1 Steph says that office gossip can endanger people's careers.
  - 2 \_\_\_\_\_ thinks that women gossip too much.
  - 3 \_\_\_\_\_ thinks that gossip can make people separate into groups.
  - 4 \_\_\_\_\_ says that people shouldn't be paid for chatting to each other.
  - 5 \_\_\_\_\_ thinks that gossip is a very fast way of communicating information.
  - 6 \_\_\_\_\_ thinks that gossip isn't a problem as long as you're not the one being talked about.

### CAN YOU UNDERSTAND THESE PEOPLE?

**a** **2.20** Listen and circle the correct answer, a, b, or c.

- 1 Where did the woman probably lose her credit card?
  - a In the gas station.
  - b In the flower shop.
  - c In the restaurant.
- 2 How long has he been working as a teacher?
  - a 1½ years
  - b 2½ years
  - c 3½ years
- 3 How can people travel today?
  - a By road.
  - b By train.
  - c By air.
- 4 How are they getting to Buffalo?
  - a Route 17
  - b the Thruway
  - c Route 80
- 5 Who is working at the moment?
  - a Her brother.
  - b Her brother's wife.
  - c Her brother and his wife.

**b** **2.21** Listen to a conversation between a bank manager and a client. Complete the sentences with a number.

- <sup>1</sup>Ms. Stevens wants to borrow \$\_\_\_\_\_.
- <sup>2</sup>The period of the loan will be \_\_\_\_\_ years.
- <sup>3</sup>The monthly payments will be \$\_\_\_\_\_.
- <sup>4</sup>The interest rate is \_\_\_\_\_ %.
- <sup>5</sup>The first payment will be on \_\_\_\_\_.