

Name _____ ID _____

 **7.4 LISTEN TO THE AUDIO, THEN NUMBER THE EMAIL ADDRESSES IN THE ORDER YOU HEAR THEM**

 Six people are giving their contact details to someone they have met.

A	c.j.jones@global-exec.com	☐
B	joe@worldmail.co.jp	☐
C	c.jones@global-exec.com	☐
D	jay.jones@globalmail.com	☐
E	globalmail@jonesbrothers.com	☐
F	c.j.jones@global-exec.co.fr	☐

 **7.5 CROSS OUT THE INCORRECT WORD IN EACH SENTENCE**

Just ~~make~~ / give me a call when you're ready.

- Do you ~~do~~ / have a website I can look up?
- Your job ~~title~~ / name isn't listed here.
- Just ~~fall~~ / drop me a line for more details.
- How can I ~~reach~~ / touch you to follow up?
- Is this your phone ~~number~~ / address?
- Here's my ~~contact~~ / business card.
- ~~Say~~ / Call me to arrange a meeting.
- Drop me a ~~line~~ / word to follow up next week.



 **7.6 LOOK AT THE BUSINESS CARDS AND ANSWER THE QUESTIONS**

McKay & Sons is a travel agent. True ☐ False ☒

1 McKay and Sons has a website.	True ☐ False ☐
2 Steven McKay is a Web Designer.	True ☐ False ☐
3 Nancy Li has a website.	True ☐ False ☐
4 City Zoo is on Madison Avenue.	True ☐ False ☐
5 Nancy works in Human Resources.	True ☐ False ☐
6 Nancy has an email address.	True ☐ False ☐

McKay & Sons Architects
www.mckayandsons.com
Steven McKay
Managing Director
1300 400 000
s.mckay@mckayandsons.com

City Zoo
2045 Madison Avenue, Madison, WI 53709
Nancy Li
Assistant Zoologist
(608) 233-4427
nancyli@cityzoo.org





8.1 CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE

He doesn't ~~have~~ / ~~has~~ a typing qualification.

① She ~~have~~ / ~~has~~ an excellent résumé.

② I ~~has~~ / ~~have~~ good people skills.

③ They ~~don't have~~ / ~~don't got~~ much time.

④ Do you ~~has~~ / ~~have~~ previous experience?

⑤ He's ~~got~~ / ~~haves~~ excellent keyboard skills.

⑥ I ~~doesn't have~~ / ~~don't have~~ my own office.

⑦ Does he ~~have~~ / ~~got~~ any training?

⑧ They ~~having~~ / ~~have~~ a can-do outlook.

⑨ You don't ~~have~~ / ~~hasn't~~ his number, do you?



8.2 REWRITE THE SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER

he experience this Has for got job? enough

Has he got enough experience for this job?

① degree you in have business? Do higher a

② Business has He the MBA School from Boston an

③ receptionist don't a full-time have They

④ excellent have assistant Does résumé? an your

Like Vs Dislikes



10.3 LISTEN TO THE AUDIO, AND MARK WHETHER THE SPEAKER LIKES OR DISLIKES THE ACTIVITY IN EACH PICTURE





14.5 MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS

1 The new computer system	more helpful than the old one.
2 The new intern is	faster than the old ones.
3 Our hours are longer	is more efficient than the last one.
4 The new computers are	now that I have a new job.
5 I feel better	than those in the German branch.
6 Our new office design	are more expensive than they used to be.
7 The tickets	is more modern than the previous one.
8 My raise was	more interesting than last year.
9 My training this year was	since we merged with our competitors.
10 The office is busier	smaller than last year's.



14.6 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



Anne and Patrick are talking about the new office they've just moved to.

Patrick says the new office is more modern.

True ☒ False ☐ Not given ☐

1 He thinks the old office was more comfortable.

True ☐ False ☐ Not given ☐

2 He says the new computers are faster.

True ☐ False ☐ Not given ☐

3 He says the software is more complicated.

True ☐ False ☐ Not given ☐

4 Patrick likes the new café in the building.

True ☐ False ☐ Not given ☐

5 He says the building is closer to his apartment.

True ☐ False ☐ Not given ☐

6 He travels to work on the train.

True ☐ False ☐ Not given ☐

7 Patrick is going to a Chinese restaurant for lunch.

True ☐ False ☐ Not given ☐

8 Anne has been to the restaurant before.

True ☐ False ☐ Not given ☐