

Listen to the 5 short conversations and complete the chart.

	Conversation 1	Conversation 2	Conversation 3	Conversation 4	Conversation 5
PLACE	at work				
TALK ABOUT					
TIME		-	-	-	-
PROBLEM	-		-	-	-
PRICE	-	-	-	-	

## SKILLS

### A Match the questions with the replies

0—i

- |   |   |    |   |
|---|---|----|---|
| 0 | Where are you from?                     | a) | I'm staying at the Hilton in the town centre. |
| 1 | What's the reason for your visit?       | b) | I'm here to visit my company's head office.   |
| 2 | Where are you staying?                  | c) | I play golf.                                  |
| 3 | What's your hotel like?                 | d) | I work flexible hours, which is great.        |
| 4 | How's your business doing?              | e) | Between 40 and 50 hours.                      |
| 5 | What do you do in your free time?       | f) | We're doing quite well.                       |
| 6 | Do you meet your colleagues after work? | g) | The room is very comfortable.                 |
| 7 | How many hours a week do you work?      | h) | From time to time.                            |
| 8 | What do you like best about your job?   | i) | I'm from Italy.                               |

### B Match the sentence beginnings with the endings.

0—g

- |   |                 |    |                             |
|---|-----------------|----|-----------------------------|
| 0 | Call me back    | a) | incorrect.                  |
| 1 | Can I speak to  | b) | a refund.                   |
| 2 | I have a        | c) | Georg Sipos, please?        |
| 3 | The invoice is  | d) | to hear that.               |
| 4 | There's         | e) | Pat Carter speaking.        |
| 5 | We can give you | f) | a piece missing.            |
| 6 | Hello, this is  | g) | later, please.              |
| 7 | I'm very sorry  | h) | problem with my new laptop. |

## READING

Read the article and complete the chart.

# Young CEO

Clara Shih has computer science degrees from Stanford and Oxford, worked at Microsoft, Google and Salesforce and wrote *The Facebook Era*, the first book about Facebook marketing. And all before she turned 29.

In February 2011, she launched her own company. Hearsay Social helps

large companies manage their activity on Facebook, Twitter and LinkedIn.

Shih moved from Hong Kong to the US with her parents when she was four. Her parents worked hard and they taught Shih to work hard.

Shih believes that technology allows young businesspeople to make a start because it doesn't cost a lot of

money to create a business on the Internet. Now, young people with good ideas have great business opportunities.



<b>FROM</b>	
<b>LIVES</b>	
<b>JOB</b>	
<b>PREVIOUS COMPANIES</b>	
<b>COMPANY NOW</b>	
<b>COMPANY: PRODUCES OR PROVIDES?</b>	
<b>TECHNOLOGY: POSITIVE OR NEGATIVE FOR YOUNG PEOPLE?</b>	

## LANGUAGE

### A Complete the conversation with words from the box.

are does don't how is 'm what what's where works

- A I (0) 'm Ursula Becker.
- B Nice to meet you, Ursula. My name's David Lopez.
- A (1)\_\_\_\_\_ you a sales manager?
- B No, I'm not. I work in television.
- A (2)\_\_\_\_\_ your job?
- B I'm Director of Advertising.
- A (3)\_\_\_\_\_ do you work?
- B At Channel 10.
- A (4)\_\_\_\_\_ your wife in television, too?
- B No, she isn't. She works for a magazine.
- A (5)\_\_\_\_\_ does she do?
- B She's a graphic designer.
- A (6)\_\_\_\_\_ she travel in her job?
- B No, but she sometimes (7)\_\_\_\_\_ at the weekend.
- A (8)\_\_\_\_\_ often does she do that?
- B Two or three times a month.
- A What about you? Do you work at the weekend?
- B No, I (9)\_\_\_\_\_ .

### B Put the words in the correct order to make sentences.

0 *time / What / you / do / work / start / ?*

*What time do you start work?*

1 *afternoon / They 're / the / usually / in / busy / .*

---

2 *the / you / Why / money / need / do / ?*

---

3 nine / o'clock / He's / before / never / work / at / .

---

4 this / much / How / cost / does / ?

---

5 sometimes / work / to / walks / Dean / .

---

6 on / work / you / often / How / do / Sunday / ?

---