

## Working with words

Complete sentences 1–7 with the words from the list.

*benefit enthusiasm recognition achievement  
appreciate incentives self-motivation*

- 1 Increasingly employers are looking for candidates who have \_\_\_\_\_ and can work independently.
- 2 Winning this contract is my biggest \_\_\_\_\_ so far.
- 3 I don't feel I get any \_\_\_\_\_ for the work I do. No one ever says how well I've done.
- 4 Taking on voluntary work will \_\_\_\_\_ those who do it, as well as the voluntary organization.
- 5 Sometimes it seems as if you are working overtime for nothing, but management really \_\_\_\_\_ it.
- 6 The company offers a number of \_\_\_\_\_; some are cash-based, but not all of them.
- 7 It's not just about working hard. Employers value \_\_\_\_\_ too, as it contributes to a positive working atmosphere.

Complete the missing words in sentences 8–12.

- 8 I think all our staff feel v\_\_\_\_\_ and appreciated. That's why they stay working here.
- 9 The best benefit of my job is the company c\_\_\_\_\_. It saves me a lot of money on travel.
- 10 Giving positive f\_\_\_\_\_ and saying things like 'Well done' and 'Good work' can be simple but effective.
- 11 My company pays 30% of my private pension p\_\_\_\_\_.
- 12 I have a low salary but I receive some perks and benefits like private medical i\_\_\_\_\_.

## Business communication

Match 13–20 to responses a–h.

- 13 You don't mind if I go and get myself a coffee? \_\_\_\_
- 14 I'm afraid I've been a bit unwell recently. \_\_\_\_
- 15 Hi, I don't think we've met. My name's Gertrude. \_\_\_\_
- 16 Is this your first conference? \_\_\_\_
- 17 Apparently, there are over 3,000 people here! \_\_\_\_
- 18 I did my degree at Boston University. \_\_\_\_
- 19 I've heard the speaker has cancelled. Is that true? \_\_\_\_
- 20 Sorry, I don't have time to chat at the moment. \_\_\_\_

- a Oh, I'm so sorry to hear that.
- b That's amazing!
- c What a coincidence! So did I!
- d Actually, I've been to a few, but not this particular one.
- e That's OK. Call me tomorrow.
- f Hello. I'm Frank.
- g Apparently, yes.
- h No, not at all. Catch you later.

## Language at work

Put the words in *italics* in the correct order to complete 21–26 in the conversation.

A So, *spent / you / I'd / China / know / much / time / to / in / how / like*  
21 \_\_\_\_\_.

B Only a few weeks. Before that I was in India.

A Yes, I heard.

B Really? *ask / you / who / can / told / I*  
22 \_\_\_\_\_?

A Your colleague Jemima.

B *could / Jemima / know / tell / me / you / you / how*  
23 \_\_\_\_\_?

A Yes, we both began with the same company.

B Amazing! *that / Randall / and / Sons / wasn't / with*  
24 \_\_\_\_\_?

A It was. Anyway, *India / you / from / aren't*  
25 \_\_\_\_\_?

B That's right. My father was Indian and met my mother there.

A *she / could / where / me / from / came / tell / you*  
26 \_\_\_\_\_?

B Ireland.

Complete the question tags in 27–30.

- 27 It's Anthea, \_\_\_\_\_ it?
- 28 The speaker wasn't very interesting, \_\_\_\_\_ he?
- 29 You haven't been here before, \_\_\_\_\_ you?
- 30 Everyone liked the entertainment, \_\_\_\_\_ they?

Result \_\_\_\_\_ / 30 marks

## Unit 2 Speaking test

### Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

### Role-play 1

#### Student A

You are at a conference.

- Start a conversation with your partner.
- Ask some questions and keep the conversation going.
- Find out who he/she works for.
- Ask if he/she knows Michael Roberts (he works for your company now).
- End the conversation politely after three minutes.

#### Student B

You are at a conference.

- You are very tired from the flight and don't feel like talking. Talk to the other person in order to be polite.
- You work for BS Construction.
- This is your first time at this conference.
- You know Michael Roberts. You went to the same university.

### Role-play 2

#### Student A

You are at your company's annual sales convention.

- An old colleague from the Madrid office comes over.
- You are very tired from the flight and don't feel like talking. Talk to your colleague in order to be polite.
- You work in the Milan office.
- You know Michela Richards. You were in the same sales office in Hong Kong.

#### Student B

You are at your company's annual sales convention.

- You see an old colleague from your Madrid office and start a conversation.
- Ask some questions and keep the conversation going.
- Find out which office he/she works in now.
- Find out if he/she knows Michela Richards. You now work with her in Berlin.
- End the conversation politely after three minutes.

## Unit 2 Speaking test results

Use these forms to evaluate the students.

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
start the conversation			
keep the conversation going			
show interest			
ask questions			
end the conversation politely			

Result \_\_\_\_\_ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
start the conversation			
keep the conversation going			
show interest			
ask questions			
end the conversation politely			

Result \_\_\_\_\_ / 10 marks