A. Vocabulary. Choose the best answer.

1, Which sentence is used to update your work during the previous week?

A. As your request, we've made the following updates to your website.

B. I have divided my talk into 2 parts and will take about 30 minutes.

C. I want to update you on the project that I'm working on last week.

D. It's my pleasure to be here to present to you our new feature.

2, Which sentence is NOT used to answer your audience's question?

A. To address your question

B. To present to you our new feature

C. Here's what you need to know

D. Here's the information you need

3, When do we use this sentence "I have divided my talk into 2 parts and will take about 30 minutes. Please feel free to interrupt me if you have a question."?

A. To thank your audience

B. To start your presentation.

C. To close your presentation.

D. To outline your presentation.

4, Which is not a way to arrange a meeting?

A. Could we meet and go over the details?

B. Do you have anytime in mind?

C. Could we schedule a time to meet next week?

D. I'd like to schedule a meeting as soon as possible.

5, Which sentence is formal?

A. It was a pleasure to speak to you today.

B. Give me a call if you have any questions

C. Just to confirm the date and time of our meeting.

D. Looking forward to seeing you on Monday.

LIVEWORKSHEETS

B. Listening: Listen to the recording and answer the questions.

Extract 1: Listen to the recording and choose the correct answer. *You can listen 2 times.*

1, What is the purpose of the meeting?

A. To present a new software

B. To update the progress

C. To ask for help

D. To arrange a meeting

2, What's the main benefit of it?

A. The payroll feature

B. The fill in form

C. The search bar

D. The hours you work

3, How is it better than the previous one?

A. More detail

B. More accurate

C. More informative

D. Easier to use

4, What happens if the employee forgets to log on?

A. Send a message

B. Choose between two systems.

C. Switch off your computer

D. Log off your computer

5, What should the employee do when he is overseas?

A. Log in a website

B. Send a message

C. Log in an app on mobile phone

D. Send a leave

LIVEWORKSHEETS

Extract 2: Listen and choose the correct option to complete the sentences. ***You can listen 3 times.***

1, The project is important because …

a. it will improve what the company is offering the customer.

b. it involves working with people from other departments.

c. the head office is closely following its progress.

2, Matteo is concerned about …

a. communication in the team.

b. taking on work that they have little experience of.

c. not having time to work on the project.

3, Akiko is the best person to do the customer survey questionnaire because …

a. she normally handles the company's marketing initiatives.

b. she has worked with John on similar tasks.

c. she has studied the subject

4, Matteo initially asks for …

a. paid overtime.

b. an assistant.

c. a reduction in his targets

5, John's immediate response to Barbara's offer to help Matteo is …

a. enthusiastic.

b. not entirely positive.

c. a definite no.

6, It's important that Matteo does the designs because …

a. a client has asked specifically for him.

b. no one else knows how to do them.

c. he has the software to do them at home.

LIVEWORKSHEETS

C. Reading: An email request for help: Circle the best answer.

To: James Forrester
Date: 6 November
Subject: Possible help with product design

Dear James,

As you know, we have been working on the new perfume that we are launching in April and we are unsure about some of the packaging details. We have seen some of your creative work in the sales department and we think you have a very good eye for detail.

Do you have some time before close of business this Friday to sit down with us and talk through some of our designs? We would truly appreciate your advice on this. It shouldn't take longer than two hours of your time and we would be happy to clear it with Patricia, your department head, if necessary.

Best regards,

Sarah Ford
Head of Department
Product Design

1. What department does James work for?

a. Marketing

b. Product Design

c. Sales

d. Research and Development

2. Which department is working on the new perfume?

a. Marketing

b. Product Design

c. Sales

d. Research and Development

3. What is happening in April?

a. The company will introduce the new perfume to the public.

b. The product design department will finish their design of the new perfume.

c. The sales department will stop selling perfumes.

d. The marketing department will design advertisements for the new perfume.

LIVEWORKSHEETS

4. What is Sarah requesting?

a. For James to design the perfume.

b. For James to have a meeting with the product design department to help them with the packaging of the perfume.

c. For James to ask Patricia for permission to sell the perfume.

d. For James to move to the product design department.

5. Who is the head of the sales department?

a. James

b. Sarah

c. April

d. Patricia

6. When would Sarah like to sit down with James?

a. Today

b. Some time next week

c. Any time between today and the end of Friday

d. This weekend

LIVEWORKSHEETS