UNIT **D** # Revision

10 Communication

VOCABULARY

Complete the text below using the words from the box.

blogs and wikis	briefings	channels	download	electronic
face-to-face	intranet	post	print	upload	workplace

At my company, we use various .....[1] of communication. Sometimes people talk about the 'paperless' office, but at my company, ...[2] communication – letters, notes and messages – are very important. But I think .....[3] communication – direct contact with other people in meetings, team meetings, forums, conferences and .....[4] – is probably the most important.

One form of communication we rarely use is .....[5] communication. We don't have any notice boards or signs around the office. Instead, we use .....[6] communication – mostly computers, for e-mail. And we actively use our company .....[7], which has really helped to create an internal community. We often post profiles, write .....[8], and participate in discussion forums. We use electronic message boards to .....[9] ideas and comments and we sometimes .....[10] images from our computers to discuss with other employees around the world. They may also be able to .....[11] information from the intranet to their computers.

TALKING ABOUT FUTURE PLANS; *WILL*

Correct each sentence by putting *to*, *will* ('*ll*) or a form of *to be* in the correct position.

1 You have a meeting now, so you can't phone Dimitri. But don't worry, I do it.
2 What Lance doing on Monday morning?
3 We meeting the legal team on Tuesday.
4 They're not going attend the conference.
5 Mr Shen and Mr Lee going to give a presentation together.
6 After we upgrade our network, computer security not be a problem.
7 OK, then. I write an e-mail to Jean-Luc.
8 We're going redesign our website next month.

SKILLS

Match the responses (a–f) to the questions/statements (1–6).

1 What time is good for you next Tuesday?
2 How about 10 o'clock on Tuesday?
3 I'm sorry I missed the meeting last Monday. My flight was late.
4 What's a good day for you?
5 Is next Monday morning OK for you?
6 Oh, you're here. Come in!

a) Yes, that's fine for me.
b) Sorry I didn't make it on time. The traffic was very bad.
c) I can make six o'clock. We can have dinner together.
d) I'm sorry, I can't make Monday.
e) Don't worry, I'll tell you about it.
f) Monday.

LIVEWORKSHEETS

11 Cultures

VOCABULARY

Complete the sentences below using the words from the box.

annual leave	casual Fridays	childcare	flexitime	formal	informal
job title	part-time	public holiday	shift work	social	uniform

1 I don't wear business clothes to work at the end of the week, because we have ..... in my office.

2 In our factory, all the workers wear the company .....

3 The factory runs 24 hours a day. So for two weeks each month, some workers work at night. ..... keeps the factory going, but some workers hate it.

4 We have ..... in my office, so I can choose to work from nine to five or from 10 to six.

5 Pietro's company gives him 14 days' .....

6 Raul has a ..... job as an accountant for a small marketing firm. He works 20 hours per week.

7 Next Monday is a ....., so the office will be closed.

8 When children are ill and off school, it can be difficult to arrange ....., so parents often have to miss a day of work.

9 My ..... is Marketing Director.

10 My office is ..... Everyone uses first names when they speak to each other.

11 When the CEO visits the office, we can't relax. We have ..... meetings, and everyone is very serious.

12 I enjoy ..... meetings with my colleagues outside of work. Sometimes we go out for a meal in the evening, or play golf at the weekend.

COULD/WOULD, SHOULD/ SHOULDN'T

Choose the best words to complete these conversations.

A: *Could /Would*[1] I have a copy of the budget, please?

B: Sorry, Mr Cox said I *should /shouldn't*[2] give it to anyone.

C: *Would /Should*[3] you like some help?

D: Yes, please. *Should /Could*[4] you hold the door for me, please?

E: This report isn't complete. There *would /should*[5] be another section.

F: You *should /would*[6] ask Ping about it. He wrote it.

G: There aren't any taxis. What *should /could*[7] we do?

H: We *could /would*[8] phone Marcus and ask for a lift.

LIVEWORKSHEETS