UNIT 1 QUIZ - BUSINESS RESULT INTERMEDIATE

1. Working with words (10 points)

Complete these sentences with words from the box. Change the form of the verbs if necessary.

as	charge	deal	in	in	of
responsible	specialize	with	work		

Hi, I'm Tom. I _____ for a small computer company and I'm in _____ of online marketing. Let me introduce some of my colleagues. This is Joan, she mainly _____ with after-sales enquiries, as she works _____ the customer support department. This is Alex, he works _____ a lawyer and _____ in international law. Next to Alex is Philip who is _____ for the budgeting. Finally, my job consists _____ developing new products. At the moment, I'm working _____ research and development, so I'm working _____ a team of computer engineers and technicians.

2. Language at work (10 points)

Complete this email with the present simple or present continuous of the verbs in brackets.

Dear Jaime

As you know, Josie _____ (take) a month off because of family problems. As a result, I _____ (need) someone to take over her responsibilities on the New York project. So the reason I _____ (email) you is to ask if you could deal with it.
I _____ (understand) you are very busy at the moment, but I _____ (think) I could delegate some of your less urgent work to Bruno. I called your office and they said you _____ (interview) people for the new position all day, so can you call me back asap tomorrow?

Thanks.

LIVEWORKSHEETS

Put the adverbs or time expressions in the right place in each sentence.

Example: I'm working at our head office. (at the moment)

I'm working at our head office at the moment.

7. The phone rings (all the time) =>
8. We leave the office before six (hardly ever) =>
9. I'd say I go cycling (about three times a week) =>
10. She is late for English class (never) =>

3. Business communication (5 points)

Match 1 - 5 to a - e

1. I don't think we've	a. meet you too.
2. I'd like to	b. meet a colleague of mine
3. I'm	c. delighted to meet you.
4. I want you to	d. met before.
5. Nice to	e. introduce you to a colleague of mine.

4. Speaking Activity (25 points)

You are attending a networking event. Choose a person from the role cards on page 136 and play the role of that person. As you are meeting someone for the first time you should:

- Introduce yourself and exchange greetings
- Say who you work for and what you do
- Describe your responsibilities
- Find out about the other person and show interest
- Exchange farewells and agree to keep in contact

LIVEWORKSHEETS