

Functional language

End conversations politely

1 Choose the correct alternatives.

A: Hi Charis! Long time, no see. How are you?

B: I'm really well, thanks, and you?

A: Yeah, I'm fine. Busy, as usual

B: Tell me about it! ¹*Listen/Listening*,
I'm really sorry, but I've ²*get/got* to go.
I'm ³*actual/actually* in a rush.

A: Oh, OK. No worries.

B: My bus is about ⁴*to leave/leaving*. But it's
⁵*been/being* great seeing you.

A: Yeah, good to see you, too.

B: Sorry to rush ⁶*on/off* like this. It'd be
great to catch ⁷*up/on* some time soon.

A: Sure. How about next week?

B: Yes, good idea. I'll call you tomorrow.
Sorry, I've got to ⁸*run/running*. Bye!

A: See you!

2 Put the words in the correct order to make sentences.

A: In the evening, we went to that new
Italian restaurant in town and we had
the best pasta I've ever eaten.

B: interrupt, / to / need / going / Sorry /
get / but / I

¹ *Sorry to interrupt, but I need to
get going.*

A: Oh, OK.

B: a / at / I've / class / 6.30 / got
²

A: It's fine!

B: train / leave / is / My / to / about
³

A: Don't worry!

B: great / was / catch up / to / It
⁴

A: Yes, it was great to see you, too.

B: rush / this / Sorry / off / to / like
⁵

A: It's fine, really.

B: rest / your / Enjoy / of / evening / the
⁶

A: You too.

B: soon / See / you
⁷

Listening

1 2.01 Listen to a meeting for new employees. Which things does Camilla not mention?

- a clothes b health and safety c illness d money
e working hours f the union

2 Listen again and answer the questions.

1 What sort of meeting is taking place?

2 Is the meeting formal or informal?

3 Who is Camilla?

4 Who is George?

5 Which floor is Camilla's office on?

3 Listen again and complete George's notes.

Health and ¹ *safety* rules

- If there's a ² _____, don't use lift
- Use stairs and meet in ³ _____
- Each ⁴ _____ meets in special place – look on map to find out where

⁵ _____ courses

- Let Camilla know if interested.
- At least two people/department must do course
- ⁶ _____ contact details on company website
- ⁷ _____ policy on clothes – ⁸ _____ clothes all the time
- Company has flexible working hours, e.g. changing ⁹ _____ or taking time off
- ¹⁰ _____ times – speak to manager about them, probably flexible

