

Vocabulary

1 Complete the sentences with the words in brackets.

- 1 Is Rafa from Spain, or is he Mexican?
(Mexican / Spain)
- 2 Maria isn't from _____. She's _____.
(Argentina / Brazilian)
- 3 I'm _____. I'm from _____.
(China / Chinese)
- 4 Is Dugie _____, or is he from _____?
(British / Ireland)
- 5 We're from _____. We're _____.
(India / Indian)
- 6 Kenji isn't from _____, he's _____.
(Japanese / Poland)

2 Complete the form with the words in the box.

address cell given last middle
nationality number postcode title

1 _____	Mrs
first ² _____ name	Sarah
3 _____ name	Jane
surname ⁴ _____ name	Smith
5 _____	American
home ⁶ _____	22 West Street, Denver, Colorado
7 _____/zip code	80744
passport/ID card ⁸ _____	445990011
mobile/ ⁹ _____/phone number	1-559-189-0190

3 Complete the words.

- 1 d a r k ≠ l i g h t
- 2 s _____ ≠ l _____
- 3 n _____ ≠ q _____
- 4 m _____ ≠ o _____ - f _____

Grammar

4 Complete the dialogues with the correct form of *be*. Use contractions if possible.

- A: They ¹ aren't from India.
 B: No? Where ² _____ they from?
 C: ³ _____ you from Spain?
 D: No, I ⁴ _____. I ⁵ _____ from Germany.
 E: ⁶ _____ she Mexican?
 F: No, she ⁷ _____. She ⁸ _____ from Spain.
 G: My name ⁹ _____ Alexandra, and this
¹⁰ _____ David.
 H: Where ¹¹ _____ you from?
 G: We ¹² _____ from Brazil.
 I: ¹³ _____ they from Japan?
 J: No, they ¹⁴ _____. They ¹⁵ _____ from Mexico.

5 Match 1-3 with a-c and 4-6 with d-f.

- | | |
|----------------|---------------------------------|
| 1 There's | a gym in the Frankfurt office. |
| 2 There are | b a warehouse in Katowice. |
| 3 There's no | c two offices in Spain. |
| 4 There are no | d a restaurant near the office. |
| 5 There's | e managers in the office. |
| 6 There's no | f canteen. |

Functional language

6 Choose the correct option.

- 1 Good morning. How may I help you?
 a I'm here to see Miss Pohl.
 b I'm sorry, she's not at her desk.
 c My name's Rudy Fowler.
- 2 Could you repeat that, please?
 a Sure. E-V-A ...
 b Yes, it's Eva Conway.
 c Could you spell that, please?
- 3 Have a seat, please.
 a Good to see you, too!
 b Thank you.
 c Yes, please.
- 4 Would you like some tea or coffee?
 a Tea, please. Thanks.
 b Sugar, please. No milk.
 c Would you like milk or sugar?
- 5 Please come in.
 a After you.
 b Yes, please.
 c How about some water?

Vocabulary

1 Choose a verb and put it in the correct form to complete the sentences.

- I manage the customer services team.
(make/manage/sell)
- Patricia _____ for a pharmaceutical company.
(answer/check/work)
- The company _____ sports equipment online.
(manage/sell/solve)
- Paul _____ meetings with staff and clients.
(check/have/make)
- The IT Specialist _____ our technical problems.
(answer/provide/solve)
- Dania _____ in the IT department as a software designer.
(have/sell/work)
- The company _____ air transport services.
(make/provide/solve)
- We _____ websites for e-commerce companies.
(design/work/write)

2 R 2.01 Write the missing numbers and words. Then listen and repeat.

170	1 _____
2 _____	five hundred and twenty-five
815	3 _____
4 _____	two thousand and thirty-six
44,208	5 _____
6 _____	sixty-three thousand, nine hundred and eighteen
100,000	7 _____
8 _____	three hundred and twenty-one thousand
752,400	9 _____
10 _____	a million / one million

Grammar

3 Complete the replies with the negative form. Use contractions if possible.

- A: He works at the weekend.
B: No, he doesn't work at the weekend. He works Monday to Friday.
- A: They design shoes.
B: No, they _____ shoes. They design clothes.
- A: The company has over 200 warehouse robots.
B: No, it _____ over 200, it has over 1,000.
- A: She studies in the afternoon.
B: No, she _____ in the afternoon. She studies in the morning.
- A: You spend a week in the head office every month.
B: No, I _____ a week in the head office. I spend two or three days there.

4A Put the words in the correct order to make questions.

- do / work / Where / you / ?

- do / do / you / What / ?

- work / you / at / What / do / do / ?

- job / Do / your / like / you / ?

- you / What / work / do / days / ?

- work / Do / for / travel / you / ?

- your / do / What / you / time / in / free / do / ?

B Match the questions (1–7) in Exercise 4A with the answers (a–g).

- I'm an Engineer and Project Manager. _____
- Yes, I go to Bratislava every month. _____
- I work for a car manufacturer. We're based in Ingolstadt. _____
- I spend time with my family and friends. _____
- I manage my department and have meetings with the project team. _____
- Yes, I do. It's very interesting. _____
- I work Monday to Friday. _____

C Write answers to the questions in Exercise 4A about yourself.

Functional language

5 Choose the correct word to complete the sentences.

- Fran:** Hello! My name's Fran.
Kyra: Hi! I'm Kyra. Nice ¹*talking to / to meet* you.
Fran: Which department ²*are you in / do you do*?
Kyra: I'm in purchasing. And ³*what about / what are you*?
Fran: I'm new here. I'm ⁴*at / in* the HR department.
Kyra: I see. What ⁵*do you / is your* do?
Fran: I'm ⁶*a / an* intern.
Kyra: And what ⁷*do / does* an intern do in HR?
Fran: I answer the phones and take notes at meetings.
⁸*Do you / And you*?
Kyra: I'm ⁹*a / an* Purchasing Assistant. I phone suppliers and make orders.
Fran: ¹⁰*That's / That* sounds good. ¹¹*Do / Does* you know Linda?
Kyra: Yes, she's my manager.
Fran: Really? She's my sister.
Kyra: ¹²*That's / That* interesting. Well, nice talking to you, Fran.
Fran: And you, Kyra. ¹³*See you / Meet you* later.

Vocabulary

1 Match the months with the seasons for your country.

April August December February
January July June March May
November October September

Winter: _____

Spring: _____

Summer: _____

Autumn: _____

2  R 3.01 Listen and write the dates you hear.

1 23rd November 2015

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

3  R 3.02 Listen and number the times in the order you hear them.

a _____

08.45

b _____

14.00

c _____

19.45

d _____

11.30

e _____

18.30

f _____

17.30

Grammar

4 Complete the sentences and questions with *can* or *can't*.

1 I come to the meeting (+)

I can come to the meeting.

2 you come to the meeting (?)

3 They come to the meeting (-)

4 He finish the report (-)

5 she finish the report (?)

6 We finish the report (+)

7 They meet on Wednesday (+)

8 I meet on Wednesday (-)

9 we meet on Wednesday (?)

5 Complete the sentences with *was* or *were*.

1 There _____ a problem with the report.

2 _____ you in the meeting yesterday?

3 I _____ late to meet the client.

4 We _____ (-) at the conference.

5 They _____ with a client yesterday.

6 _____ he in the office yesterday?

7 She _____ (-) at work last Wednesday.

8 Where _____ the hotel?

Functional language

6 Complete the sentences with the phrases in the box.

aren't finished can we meet I think we
I think we can is everything what can we
what's the situation where are

1 _____ we with the report?

2 We _____. I'm sorry.

3 OK, _____ do to solve this?

4 And _____ with sales?

5 _____ the deadline?

6 No, _____ need more time.

7 _____ on schedule?

8 Yes, _____ finish it by Wednesday.