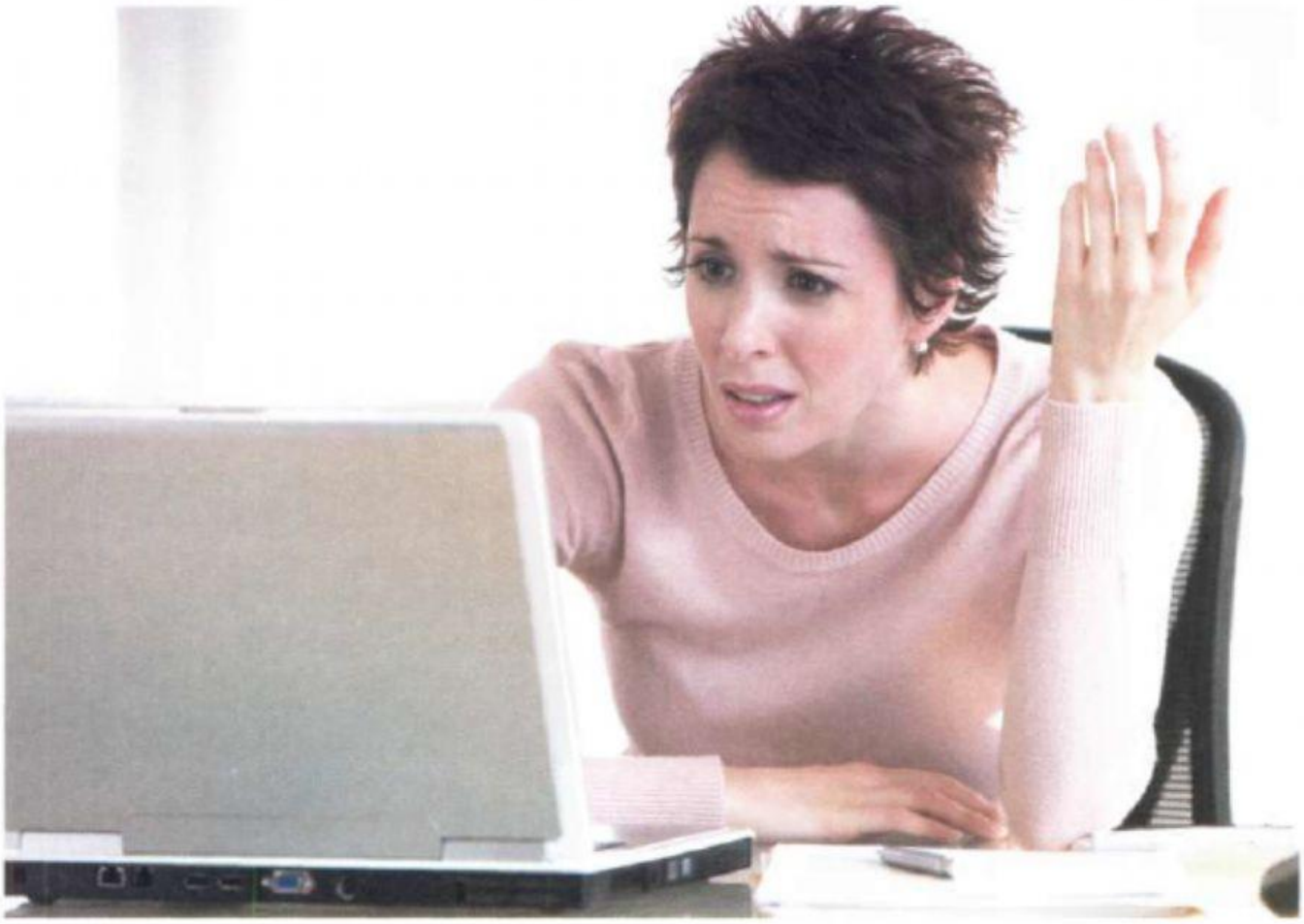
Business communication | Asking for and offering help

1 What is the difference between the Internet and Intranet? Does your company have an Intranet?



2 25▷ Listen to two colleagues, Chen and Magda. Underline the correct answer in *italics*.

1 Magda can't use the *Internet / Intranet*.
2 You need to enter the password with *lower case letters / UPPER CASE LETTERS*.
3 The Intranet gives company *news / products*.
4 You can send messages to *colleagues / clients*.
5 Magda can't *log out of the Intranet / switch the computer off*.

3 Are these expressions asking for help (*A*), offering help (*O*), or responding (*R*)?

1 Can you help me? ___
2 Sure. ___
3 How do I ...? ___
4 I'm trying to ... ___
5 Do you want a hand? ___
6 That would be good. ___

LIVEWORKSHEETS