Working with words

Complete sentences 1–7 with the words from the list.

benefit *enthusiasm* *recognition* *achievement*
appreciate *incentives* *self-motivation*

1 Increasingly employers are looking for candidates who have _____ and can work independently.
2 Winning this contract is my biggest _____ so far.
3 I don't feel I get any _____ for the work I do. No one ever says how well I've done.
4 Taking on voluntary work will _____ those who do it, as well as the voluntary organization.
5 Sometimes it seems as if you are working overtime for nothing, but management really _____ it.
6 The company offers a number of _____; some are cash-based, but not all of them.
7 It's not just about working hard. Employers value _____ too, as it contributes to a positive working atmosphere.

Complete the missing words in sentences 8–12.

8 I think all our staff feel v_____ and appreciated. That's why they stay working here.
9 The best benefit of my job is the company c_____. It saves me a lot of money on travel.
10 Giving positive f_____ and saying things like 'Well done' and 'Good work' can be simple but effective.
11 My company pays 30% of my private pension p_____.
12 I have a low salary but I receive some perks and benefits like private medical i_____.

Business communication

Match 13–20 to responses a–h.

13 You don't mind if I go and get myself a coffee? ___
14 I'm afraid I've been a bit unwell recently. ___
15 Hi, I don't think we've met. My name's Gertrude. ___
16 Is this your first conference? ___
17 Apparently, there are over 3,000 people here! ___
18 I did my degree at Boston University. ___
19 I've heard the speaker has cancelled. Is that true? ___
20 Sorry, I don't have time to chat at the moment. ___

a Oh, I'm so sorry to hear that.
b That's amazing!
c What a coincidence! So did I!
d Actually, I've been to a few, but not this particular one.
e That's OK. Call me tomorrow.
f Hello. I'm Frank.
g Apparently, yes.
h No, not at all. Catch you later.

Language at work

Put the words in *italics* in the correct order to complete 21–26 in the conversation.

A So, *spent / you / I'd / China / know / much / time / to / in / how / like*
21 _____.
B Only a few weeks. Before that I was in India.
A Yes, I heard.
B Really? *ask / you / who / can / told / I*
22 _____?
A Your colleague Jemima.
B *could / Jemima / know / tell / me / you / you / how*
23 _____?
A Yes, we both began with the same company.
B Amazing! *that / Randall / and / Sons / wasn't / with*
24 _____?
A It was. Anyway, *India / you / from / aren't*
25 _____?
B That's right. My father was Indian and met my mother there.
A *she / could / where / me / from / came / tell / you*
26 _____?
B Ireland.

Compete the question tags in 27–30.

27 It's Anthea, _____ it?
28 The speaker wasn't very interesting, _____ he?
29 You haven't been here before, _____ you?
30 Everyone liked the entertainment, _____ they?

Result _____/ 30 marks

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LIVEWORKSHEETS

Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

Role-play 1

cut along this line

Student A

You are at a conference.

- Start a conversation with your partner.
- Ask some questions and keep the conversation going.
- Find out who he/she works for.
- Ask if he/she knows Michael Roberts (he works for your company now).
- End the conversation politely after three minutes.

Student B

You are at a conference.

- You are very tired from the flight and don't feel like talking. Talk to the other person in order to be polite.
- You work for BS Construction.
- This is your first time at this conference.
- You know Michael Roberts. You went to the same university.

Role-play 2

cut along this line

Student A

You are at your company's annual sales convention.

- An old colleague from the Madrid office comes over.
- You are very tired from the flight and don't feel like talking. Talk to your colleague in order to be polite.
- You work in the Milan office.
- You know Michela Richards. You were in the same sales office in Hong Kong.

Student B

You are at your company's annual sales convention.

- You see an old colleague from your Madrid office and start a conversation.
- Ask some questions and keep the conversation going.
- Find out which office he/she works in now.
- Find out if he/she knows Michela Richards. You now work with her in Berlin.
- End the conversation politely after three minutes.

Unit 2 Speaking test results

Use these forms to evaluate the students.

cut along this line

Student A Can the student …?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
start the conversation			
keep the conversation going			
show interest			
ask questions			
end the conversation politely			

Result _____ / 10 marks

Student B Can the student …?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
start the conversation			
keep the conversation going			
show interest			
ask questions			
end the conversation politely			

Result _____ / 10 marks

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