

Working with words

Choose the correct words in *italics*.

- 1 The office is now *open-plan* / *cramped*. It was completely redesigned at the end of last year.
- 2 I made all the changes we discussed, so the reports are now *state-of-the-art* / *up-to-date*.
- 3 Working in a hi-tech office is meant to be *stress-free* / *old-fashioned*, but I think that depends more on your workload than your surroundings.
- 4 We've got everything we need in our new office. Even a massage chair! So we're about as *fully-equipped* / *spacious* as you can be.

Which word can NOT be used in each sentence?

Answer a, b or c.

- 5 How was your weekend?
___ quiet, actually. I just read and watched TV. And you?
a Fairly b Quite c Not very
- 6 This isn't ___ what I had in mind, but never mind. It should be OK.
a exactly b quite c fairly
- 7 The new Jaguar has a/an ___ powerful engine. It does 0-60 in five seconds.
a very b exactly c extremely
- 8 The new offices aren't ___ easy to find. You need to turn right off the motorway.
a very b exactly c pretty

Language at work

Match 9-18 to a-j.

- 9 There isn't a lot ___
 - 10 Are there enough ___
 - 11 There are some ___
 - 12 You don't have much ___
 - 13 Only a ___
 - 14 A few ___
 - 15 We don't think many customers ___
 - 16 I'm sorry, but I don't have ___
 - 17 There aren't many people ___
 - 18 How ___
- a any paper clips left.
 - b left at the old main office now.
 - c of extra time, so your schedule had better be right.
 - d employees have questioned the need for a relaxation room.
 - e running machines at the back.
 - f space in here, do you?
 - g much of the day is spent in meetings?
 - h little money gets wasted using this system.
 - i really care about the quality, as long as the price is low.
 - j chairs here for everyone? OK, let's start.

Business communication

Complete each question with the missing word.

- 19 _____ about installing new phones?
- 20 _____ don't we ask them to give their comments?
- 21 _____ you thought about introducing mid-morning exercise time?
- 22 _____ n't we have an open plan office area instead?

Complete these sentences with words from the list.

*better consider maybe prove rather reservations
work worth*

- 23 _____ we should begin by brainstorming a few ideas.
- 24 It might _____ more difficult than we think.
- 25 I really think we should _____ a few more options before deciding.
- 26 We might be _____ off going to another supplier.
- 27 It's probably _____ seeing what staff think first.
- 28 I'm afraid I have one or two _____ about that proposal.
- 29 I'd _____ not bring in any more freelancers if at all possible.
- 30 Sorry, but I don't think that would _____.

Result _____ / 30 marks

Unit 10 Speaking test

Role card

This Speaking test has only one role card because each student has to give an individual presentation. Copy this page and cut out the role card for the student. Then use the Speaking test results form to evaluate the student's performance. You can then cut out the results and give them to the student.

----- cut along this line -----

Prepare and give a mini-presentation.

- Introduce and describe the place where you work (style of office, atmosphere, current facilities).
- Explain the advantages of the workplace.
- Explain any disadvantages.
- Recommend two possible improvements.
- Be prepared to answer any questions on your presentation.

Unit 10 Speaking test results

Use this form to evaluate the student.

----- cut along this line -----

Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
describe his/her place of work			
explain the advantages of the workplace			
explain any disadvantages			
recommend two possible improvements			
answer any questions on the topic			

Result _____ / 10 marks

----- cut along this line -----