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Working day

Functional language

1

1.02

Put the conversations into the correct order. Then listen and check.

1

a

☐ Helen: Nice to meet you, Theo.

b

☐ Mark: Helen, this is Theo from the Geneva office.

c

☐ Theo: Nice to meet you, too, Helen.

2

a

☐ Theo: He's fine.

b

☐ Helen: Do you know Louis in the Geneva office?

c

☐ Helen: How is he?

d

☐ Theo: Louis Martin? Yes. He works in my department.

3

a

☐ Helen: About eight.

b

☐ Theo: How many people work in the sales team?

c

☐ Helen: Theo, that's the sales team.

2

1.03

Choose the correct option. Then listen and check.

A: What do you ¹do / work?

B: ²I'm a / I work Sales Manager. I ³manage / visit clients and work with the Sales Director.

A: ⁴Which / Who department do you work in?

B: The IT department.

A: ⁵What's / Who's your manager?

B: Mario Souza.

A: Do you travel ⁶for / to work a lot?

B: Yes, I do. I ⁷go / visit our offices in Europe and Asia.

A: Who ⁸manages / works that team?

B: Jonathan Andrews. Do you ⁹see / know Jonathan?

A: ¹⁰What / Which does Jane do?

B: ¹¹She does / She's an IT Manager. She ¹²does / manages the IT team.

3

Put the words in the correct order to make questions about Kate, a Designer, and Sam, a Sales Manager.

1

a

clients / visits / who / the / ?

b

does / who / visit / Sam / ?

2

a

what / design / Kate / does / ?

LIVEWORKSHEETS