

Working with words

Choose the correct answer from the words in *italics*.

- 1 We offer many different services, but we *operate* / *specialize* / *produce* in cleaning and hygiene.
- 2 Adidas has several *competitors* / *subsidiaries* / *products*, including Reebok and Nike.
- 3 Generally speaking, our *employees* / *sales* / *makes* are very happy in their work.
- 4 The company is *operated* / *produced* / *based* in Slough, just outside London.
- 5 Most of the company's *revenue* / *sales* / *exports* comes from online sales.

Language at work

Complete the questions. Write one word in each space.

- 6 What _____ you do?
- 7 _____ are you here at the conference?
- 8 _____ your company operate in the UK?
- 9 How old _____ the company?
- 10 How many people _____ for the company?

Match answers a–e to questions 6–10. Write the number of the question next to the answer.

- a About 30 years old. ¹¹ _____
- b I'm an engineer. ¹² _____
- c More than 600. ¹³ _____
- d No, it doesn't. ¹⁴ _____
- e To meet some of my customers. ¹⁵ _____

Correct the sentences. There is one mistake in each sentence.

- 16 Can you to say that again?

- 17 Sorry, how many employees you have?

- 18 Sorry, is what your name again?

- 19 Can you speak a bit more slow?

- 20 Where you do work?

Business communication

Put the conversation between Jack and Camille in order. Write a–j after each section (21–30). The first sentence is given.

- Excuse me. Can I introduce myself? I'm Jack Reynolds.
- 21 I'm an IT engineer. I work with computers and IT systems. What do you do? ____
 - 22 Nice to meet you. Where are you from, Camille? ____
 - 23 To repair the computers! ____
 - 24 Vargas. Camille Vargas. I'm sorry. It's nice to meet you, but I must go now. ____
 - 25 I'm French. I live in Marseilles. How about you? ____
 - 26 Oh, right. Can I introduce to you to my colleague, Peter Samms? His computer's not working very well, and maybe ... Peter, this is Camille... sorry, what's your last name again? ____
 - 27 I'm from Detroit in the United States. What do you do, Camille? ____
 - 28 I'm a TV reporter. I work for CNN in their Detroit office. Why are you here at the trade fair? ____
 - 29 How do you do? I'm Camille Vargas. ____
 - 30 OK, Camille. See you later. ____

Result _____ / 30 marks

Unit 1 Speaking test

Role cards

Copy this page and cut out the role cards for the students. 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.

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

Student A

Your company: *Brushwood Systems* – makes communications systems – 3,500 employees – based in Sydney, Australia – operates in 16 countries – main competitor is Siemens.
You meet Student B at a conference. You do not know each other.

- Introduce yourself.
- Find out the other person's name, job, and company.
- Ask them to repeat some of their information.
- Tell them what your company does and some information about it.
- Ask why they are at the conference.
- End the conversation.

Student B

Your company: *Sweet and Savoury* – provides food and drink services – specializes in providing food to film companies – 250 employees – based in Leeds, UK – operates in the UK and Ireland – main competitor is DirectFood.

You meet Student A at a conference. You do not know each other.

- Introduce yourself.
- Find out the other person's name, job, and company.
- Ask them to repeat some of their information.
- Tell them what your company does and some information about it.
- Ask why they are at the conference.
- End the conversation.

Unit 1 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)
introduce him/herself			
ask about the other person's job or company			
ask for repetition			
talk about their own job or company			
ask and answer why they are at the conference			

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)
introduce him/herself			
ask about the other person's job or company			
ask for repetition			
talk about their own job or company			
ask and answer why they are at the conference			

Result _____ / 10 marks

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