

6 | Practice file

Working with words

1 Complete this menu with words from the list.

Main course	order	Dessert
side salad	Dish	courses
Starter		

Two ¹_____ for only €12.00 or three for €15.00

2 _____

Tomato soup
Avocado salad
Antipasti selection

3 _____

Chicken casserole
Spaghetti bolognese
Grilled tuna steak

4 _____

Summer fruits and ice cream
Chocolate mousse
Apple strudel and cream

Please ⁷_____ at the bar

⁵_____ of the Day

Fish Pie made with local fish
Served with a ⁶_____

2 Complete these sentences with *a*, *an*, or *some*.

- 1 I'd like _____ glass of still water, please.
- 2 Would you like _____ vegetables with that?
- 3 Could I have _____ side salad with my steak, please?
- 4 I'll have _____ avocado salad, please.
- 5 We'd like _____ extra portion of French fries, please.
- 6 Could I have _____ parmesan cheese, please?
- 7 Would you like _____ starter?
- 8 I'll have _____ glass of red wine, please.

3 Put these conversations in the right order.

- A a _____ Would you like a side dish with that?
 b _____ Yes, I'll have a four seasons pizza, please.
 c _____ Are you ready to order?
 d _____ No problem.
 e _____ No thanks, but I'd like a glass of red wine, please.
- B a _____ How was your meal?
 b _____ Would you like a dessert?
 c _____ And could I have the bill, please?
 d _____ Sure.
 e _____ No thank you, but we'd like two coffees, please.
 f _____ Very nice, thanks.

Business communication

1 Underline the correct phrase in *italics* to complete the conversation.

- A Hello, I'm Rachel, ¹*Can I join you?* / *Can I help you?*
 B ²*Yes, of course.* / *No, I don't.*
 A ³*I hear you work for* / *Is this your first time* at the congress?
 B No, I was here last year. ⁴*What do you think of it?* / *Please take a seat.*
 A It's really interesting and nice to meet new people.

2 Each phrase in *italics* has an extra word. **Cross it out.**

- A Hi, I'm Mia Pieczek from Slovakia. ¹*I hear you do work for Motorola.*
 B ²*Yes, that's is right.*
 A You're my customer in Slovakia! ³*Would you like get another coffee?*
 B ⁴*No, you're thanks.* I'm fine.
 A OK. Well, I'd like one, so I'll ⁵*see me you later.*
 B Yes. ⁶*Nice to talking to you.*

3 Put the words in the right order

- 1 join / can / you / I
_____?
- 2 you / hear / I / for / KPMG / work
_____.
- 3 something / get / can / you / I
_____?
- 4 you / think / exhibition / what / of / the / do
_____?
- 5 me / please / excuse
_____.

Language at work | Past simple: irregular verbs | Time expressions

Past simple: irregular verbs

Many verbs are irregular and don't take *-ed* in the past simple.

go → went
 come → came
 have → had
 take → took

For a list of irregular verbs and their past simple forms, see page 102.

For how to form sentences and questions in the past simple, see **Practice file 5** on page 87.

Time expressions

Use time expressions to say **when** something happened in the past.

last night
 last Tuesday
 last week
 yesterday
 two days ago

four years ago
 in 2008
 on 26th January
 when I was in Japan

Time expressions are usually at the end of the sentence.

I left my job in 2007.
I flew to Milan yesterday.
We didn't finish the report last week.

Time expressions can go at the beginning of the sentences to give them more importance.

Yesterday I was so busy, I didn't have a break.

1 Match verbs 1–10 to their past simple forms a–j.

- | | |
|--------------|---------|
| 1 do ____ | a went |
| 2 take ____ | b took |
| 3 give ____ | c met |
| 4 spend ____ | d left |
| 5 meet ____ | e gave |
| 6 go ____ | f had |
| 7 fly ____ | g spent |
| 8 have ____ | h did |
| 9 leave ____ | i saw |
| 10 see ____ | j flew |

2 Complete this email using the past simple form of the verb in brackets.

✉

Subject: Trip to Hawaii - I'm back!

Hi Timo,

I'm back from the trip. It was great. We ¹ _____ (fly) with United Airlines in Business Class! Julio ² _____ (meet) us at the airport when we arrived. We ³ _____ (spend) two weeks visiting customers which was very interesting. Then we ⁴ _____ (have) a short holiday and ⁵ _____ (do) some sightseeing. We ⁶ _____ (not see) Heike unfortunately – we ⁷ _____ (leave) before she ⁸ _____ (come) back from her holiday. Anyway, can you tell me what happened in the company in the last three weeks?

Thanks,

Clio



3 Look at this diary. Complete the sentences using the past simple and the time expressions in the list. Today is the 11th.

- last Thursday
 a week ago
 yesterday
 two days ago
 last night

MON 2	TUES 3	WEDS 4	THURS 5	FRI 6
		Go to Warsaw	Give presentation to the Board	
MON 9	TUES 10	WEDS 11	THURS 12	FRI 13
Leave Warsaw	Meet Jakob for lunch 8 p.m. see the new Bond film			

- 1 I _____ to Warsaw _____.
- 2 I _____ a presentation to the Board _____.
- 3 I _____ Warsaw _____.
- 4 I _____ Jakob for lunch _____.
- 5 I _____ the new Bond film _____.