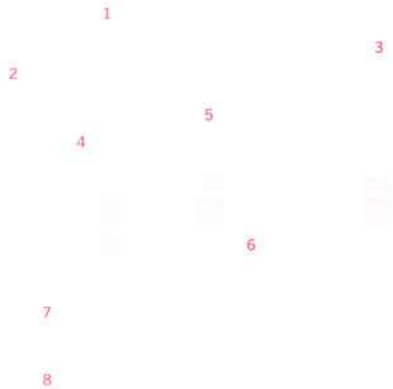


# 8 | Practice file

## Working with words

- 1 Complete these sentences and use the answers to complete the crossword.



- As a doctor, I must be \_\_\_\_\_ about the medicines I give to my patients.
- My project manager often has problems to deal with, but she is very \_\_\_\_\_, and usually solves them.
- I spend a lot of time looking at numbers and budgets. It's not always easy to stay \_\_\_\_\_.
- When I started in my company six years ago, I wasn't very \_\_\_\_\_, but now I know all about the job.
- In my job, you have to think quickly and be really \_\_\_\_\_.
- It is important to stay \_\_\_\_\_ with the customers.
- People don't always understand about IT, so I have to be \_\_\_\_\_ when I try to explain how things work.
- When we interview for new advertising executives, we look for people who are \_\_\_\_\_.

- 2 Complete the conversation with these phrases.

isn't very good      a qualification in  
 doesn't have any experience in  
 good at              has a lot of experience in

- A We're looking for an advertising assistant and we have a strong candidate. She has <sup>1</sup> \_\_\_\_\_ marketing. She is imaginative and energetic, but she <sup>2</sup> \_\_\_\_\_ our product range.
- B I don't think that's a problem – she can learn that. She's <sup>3</sup> \_\_\_\_\_ organizing and planning. I saw some of her work at the interview. She also <sup>4</sup> \_\_\_\_\_ managing people.
- A Yes, but she <sup>5</sup> \_\_\_\_\_ at presenting – she was terrible at the interview.
- B She can do a presentation course to help her though.

## Business communication

- 1 Match 1–6 to a–f.

- |                        |                      |
|------------------------|----------------------|
| 1 Can we arrange _____ | a ... Monday.        |
| 2 What time _____      | b ... good for you?  |
| 3 I'm free on _____    | c ... a meeting?     |
| 4 Sorry, _____         | d ... at lunchtime?  |
| 5 Is 10.00 _____       | e ... are you free?  |
| 6 Are you free _____   | f ... I'm busy then. |

- 2 Underline the best expression in *italics*.

- A We need to discuss the sales conference. <sup>1</sup>*Can we arrange a meeting?* / *I can't meet on Tuesday.*
- B OK, <sup>2</sup>*is Thursday OK?* / *I can't meet then.*
- A Oh, no, <sup>3</sup>*are you busy at 5 p.m.?* / *sorry, I'm busy then.*
- B OK, well Wednesday's no good for me, but <sup>4</sup>*I can't meet then* / *are you free on Friday?*
- A Yes. Friday's fine for me. <sup>5</sup>*Is 11 a.m. OK?* / *12.00 is good.*
- B 11 a.m. is good.
- A Great. See you on Friday, then.

- 3 Complete the conversation with these phrases.

can't meet              Wednesday's good  
 Wednesday OK        Are you busy on  
 What time are you free      We need to meet about  
 is fine

- A <sup>1</sup> \_\_\_\_\_ the problem with the product design.
- B Yes, of course. <sup>2</sup> \_\_\_\_\_ Tuesday?
- A Yes, in the morning. I <sup>3</sup> \_\_\_\_\_ until 2 p.m.
- B 2 p.m. is a bit late. Is <sup>4</sup> \_\_\_\_\_?
- A Yes, <sup>5</sup> \_\_\_\_\_.
- B <sup>6</sup> \_\_\_\_\_?
- A From 11 a.m.
- B 11 a.m. <sup>7</sup> \_\_\_\_\_ for me.

## Language at work | Present continuous

### Present continuous

#### Form

**Positive:** Subject + *am / is / are* + *-ing*

*I am / 'm writing the monthly report.*

*He is / 's working from home.*

*They are / 're meeting the MD.*

**Negative:** Subject + *am / is / are not* + *-ing*

*I am not / 'm not working at home today.*

*She is not / isn't having her lunch.*

*You are not / aren't talking to Security.*

**Questions:** (Question word) + *am / is / are* + subject + *-ing?*

*Am I working with the new customer today?*

*Is it raining today?*

*Are we looking at the right report?*

**Short answers:** Don't repeat the main verb.

*A Am I working with the new customer today? B Yes, you are.*

*A Are we looking at the right report? B No, we aren't.*

#### Spelling

Most verbs: add *-ing* to the verb

*study* → *studying* / *start* → *starting*

Verbs ending with *-e*: replace *-e* with *-ing*

*arrive* → *arriving*

Verbs ending with vowel + consonant: double the last consonant and add *-ing*

*stop* → *stopping*

#### Use

To describe a temporary or changing situation.

*Are you working on any interesting new projects?*

To describe an action happening at the moment of speaking.

*A What are you doing?*

*B We're interviewing someone for the new job.*

To describe current trends.

*We are employing more people in the IT sector.*

- 1** Complete this email using the present continuous of the verbs in brackets.

Subject: new position questions / update

Hi Max,

Here's some information about the new position: Talvinder can't take the new job because she

<sup>1</sup> \_\_\_\_\_ (finish) her university studies. We

<sup>2</sup> \_\_\_\_\_ (contact) some of the other applicants from the interviews last week.

Janis <sup>3</sup> \_\_\_\_\_ (check) their qualifications again and I <sup>4</sup> \_\_\_\_\_ (arrange) second interviews. We

<sup>5</sup> \_\_\_\_\_ (not invite) applicants from abroad – this takes too long.

I need some help from you with the interviews – do you have time or <sup>6</sup> \_\_\_\_\_ (you plan) the HR conference at the moment? Please let me know.

Regards  
F

- 2** Read the dialogue and answer questions a and b.

- 1 A Are you coming to the meeting now?  
2 B No, sorry. I'm working on this presentation.  
3 A But Abi is here from South Africa – he's only staying three days.  
4 B I know, but Konrad is waiting for it. Anyway, what's Abi's news?  
5 A Well, he isn't managing the sales team any more.  
6 B What's he doing now, then?  
7 A He's helping set up a new sales office in Cape Town.
- a Which lines are about a temporary or changing situation? \_\_\_\_\_  
b Which lines are about something happening at the time of speaking? \_\_\_\_\_

- 3** Correct the mistakes.

- 1 Where Zoran and Judith going?  
\_\_\_\_\_
- 2 They're do a course on presentations at the InterContinental today.  
\_\_\_\_\_
- 3 Are you comming to the meeting?  
\_\_\_\_\_
- 4 He not leading the sales team.  
\_\_\_\_\_
- 5 We training to become software engineers.  
\_\_\_\_\_
- 6 Are they meet at the Dorchester?  
\_\_\_\_\_