

1 | Practice file

Working with words

1 Match the adjectives in the list to comments 1–9.

fun	varied	demanding
challenging	routine	glamorous
depressing	stressful	dull
worthwhile	rewarding	

- 1 ‘What I like best about my job is that no two days are the same, so I never get bored.’
varied
- 2 ‘One of the great things about my job is that I meet famous people and stay in some expensive hotels.’

- 3 ‘My job keeps me fully occupied and I don’t have time to think about anything else until it’s time to go home.’

- 4 ‘Sometimes I think to myself – you’ll never be able to do that, but then I find a way to succeed. It really is quite satisfying.’

- 5 ‘Every morning, I arrive at the office, switch on the photocopier, and check the phone for messages. Then I start the coffee maker and open the mail.’

- 6 ‘I spend all day in front of a computer screen. I really don’t think I can stand it much longer. It makes me feel so miserable!’
_____, _____
- 7 ‘I get quite worried and anxious. So many people depend on me. Even at home, I keep thinking about work – it stops me eating.’

- 8 ‘I really enjoy going to work. We have a fantastic time and everyone gets on so well together. It doesn’t feel like work at all!’

- 9 ‘It’s not the best paid job in the world, but I know that I make a difference to people’s lives. There’s no greater satisfaction than seeing someone walk again after a terrible accident.’
_____, _____

Business communication skills

1 Rick Parry is a buyer for a supermarket chain. He is introducing a colleague, Marcel Grover, to Patty Kline, the representative of a key supplier. Complete their conversation with the words and phrases from the list.

so tell me	nice to meet you	sounds
I want you to meet	deal with	this is
in charge of	I’m pleased to	

Rick Come over here Marcel, ¹ *I want you to meet* one of our guests. Marcel, ² _____
Patti Kline. She works with Longridge, one of our biggest suppliers.

Marcel ³ _____, Patti.

Patti ⁴ _____ meet you, too. ⁵ _____
Marcel, what do you do?

Marcel Well, I’m ⁶ _____
our stores in the south of England.

Patti That ⁷ _____
really demanding. You know, a lot of responsibility.

Marcel Well, I don’t ⁸ _____
everything alone. I’ve got a good team.

2 Put the words in *italics> in the right order to create another conversation between two guests.*

Greg Good afternoon. *met / I / think / we’ve / don’t*
¹ *I don’t think we’ve met*. I’m Greg Wilkes from the National Bank.

Jen *to / delighted / meet / I’m / you* ² _____
_____, Mr Wilkes. My name’s Jen Mills.

Greg I see you’re from Research and Development.

Jen That’s right. *responsible / for / We’re* ³ _____
_____ product development.

Greg That sounds interesting. How long does it take to create a new product?

Jen That depends. *a / It / lot / involves / testing / of*
⁴ _____, so it can take several years.

Greg Really? That seems a long time. Have you got a minute? *like / introduce / to / I’d / to / you*
⁵ _____ my colleague – he’s a scientist too.

Language at work | Present simple review | Frequency adverbs

Present simple review

Form

Positive: Add *-s* after the verb with *he / she / it*.

I / you / we / they work for Ford.

He / she / it works really well.

Negative: Use the auxiliary *do / does + not + verb*.

He doesn't work. I don't work.

Exceptions

1 The verb *be* is irregular: *I am, you / we / they are, he / she / it is, I'm not, you / we / they aren't, he / she / it isn't*.

2 Verbs ending in consonant + *-y* (e.g. *rely*), change the *-y* to an *-i* and add *-es*.

He / she / it relies on financial support.

3 Verbs ending in *-ch, -o, -s, -ch, -ss, and -x* (e.g. *reach*), add *-es*.

He / she / it reaches new levels every day.

Questions

1 With *be*, put *am / are / is* first.

Are you Swedish?

2 With all other verbs, use *do / does*.

Does it cost a lot?

3 With question words (*who, what, where, how, etc.*), add *do / does* to the question word.

Where does he work? How do they get to work?

4 If the question word is the subject, do not use *do / does*.

Who works for a multinational?

5 Indirect questions can start with expressions such as,

Can I ask ...?, Do you know ...?, Could you tell me ...?

Use the same word order as for present simple statements.

Do you know where the report is?

6 For indirect *yes / no* questions, use *if* or *whether*.

Can I ask if / whether you have experience in accounting?

Use

1 To talk about facts or things which are generally true.

Lucia comes from Milan.

In Europe most people work in service industries.

2 To talk about repeated actions or events.

Every Monday we have a team meeting.

Frequency adverbs

Use adverbs of frequency (*never, always, sometimes, etc.*) to describe how often we do something.

1 With *be*, place the adverb after the verb.

I am never late for work.

2 With all other verbs, place the adverb before the verb.

I often work late.

3 Place *occasionally, sometimes, often, usually* at the beginning of a sentence to put a stronger focus on the frequency.

Sometimes I work at the weekend.

1 Complete this article with the correct form of the verbs in brackets.

Gustav Olafsson ¹ works (work) as a geologist in the North Sea.

He ² _____ (spend) three weeks on an oil platform and then has three weeks off. While he is on the oil platform he

³ _____ (miss) his family, but he ⁴ _____ (try) to talk to his children as often as possible.

Interviewer Can I ask what ⁵ _____ (you / find) most difficult about working on the oil platform?

Gustav The long hours are hard, but I get a lot of time off between shifts.

Interviewer What ⁶ _____ (your job / involve) exactly?

Gustav Well, the company drills into the seabed and I analyse rock samples.

Interviewer ⁷ _____ (you / work) onshore as well?

Gustav No, I ⁸ _____ (not), but I sometimes get the opportunity to work on oil platforms in Nigeria.

Interviewer ⁹ _____ (you / be) happy with your job?

Gustav Yes, I ¹⁰ _____ (be), but I would like to spend more time with my family.

2 Rewrite what Julia says about her job using adverbs from the list.

hardly ever

always

never

usually

often

occasionally

1 Every Monday morning we have a team meeting.

We always have a team meeting on Monday morning.

2 I frequently have lunch in the staff restaurant.

3 Once or twice a month I have lunch with clients.

4 Most Friday afternoons, I finish work at 4.00 p.m.

5 I only work on Saturdays two or three times a year.

6 I don't work on Sundays – this is a personal rule of mine.

