

3 | Practice file

Working with words

- 1 Complete this article with verbs from the list. Some verbs can be used more than once.

take make do work

Don't worry, be happy

Employers are finally realizing that emotions have an effect on employees' performance. According to research by Pearn Kandola, a business psychology firm, 86% of employees also see a link between their moods and how well they ¹ *do* their work. Here's how to improve:

- Take control. If you want to ² _____ progress in your career, do something about it. Change your workplace or maybe even change jobs.
- If you're under too much pressure, tell somebody. Don't ³ _____ late every day or be the person who always says, 'I'll ⁴ _____ overtime!' See if your employer will let you ⁵ _____ flexitime.
- Keep your body and mind healthy. ⁶ _____ exercise and get feedback on your work. If other people appreciate you, this will make you feel more positive.
- Don't forget to ⁷ _____ time for your family and friends. Make sure you ⁸ _____ time off when you need it and go on holiday.



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

- 1 I'm so *excited* / *exciting* about this new idea for flexitime.
- 2 Paperwork is really *bored* / *boring* but often necessary.
- 3 He's a *relaxed* / *relaxing* sort of character – to the point of being lazy!
- 4 The most *exhilarated* / *exhilarating* experience in the world is parachuting.
- 5 It isn't physical work, but working with computers can be *tired* / *tiring* after a few hours.
- 6 Do you think he's *interested* / *interesting* in the vacancy?
- 7 This new project is so *excited* / *exciting*.
- 8 I'm too *tired* / *tiring* to work late tonight.

Business communication skills

- 1 Complete this conversation with the correct answer from the options in 1–10 below.

- A Is this your first visit to Bratislava?
B Yes, it is.
A And how do you ¹ *a* it?
B Well, the people are very friendly. Two people at the train station helped me this afternoon when I arrived.
A Really? That's good.
B Then I went straight to the hotel, so I haven't really seen the city yet.
A ² _____ is your hotel?
B Fine. It's opposite the Opera House, so that's good.
A Are you keen ³ _____ opera?
B No, not really, but I ⁴ _____ classical music.
A Me too. I like ⁵ _____ to Mozart.
B I'm also interested ⁶ _____ contemporary art. I really enjoy ⁷ _____ to art galleries. Are there many here?
A Yes, I think so. To be honest, I don't really like modern art, but I can ask my boss. He's ⁸ _____ about that kind of thing. I can ask him now if you like.
B I ⁹ _____ to go now I'm afraid, but I'll be back at the office again tomorrow.
A Oh, OK. I should ¹⁰ _____ to work. See you tomorrow.

- | | | |
|---------------|--------------|----------|
| 1 a find | b know | c keen |
| 2 a What | b How | c Where |
| 3 a of | b about | c on |
| 4 a hate | b don't like | c love |
| 5 a listened | b listening | c listen |
| 6 a in | b for | c on |
| 7 a going | b go | c to go |
| 8 a keen | b fond | c crazy |
| 9 a want | b need | c should |
| 10 a get back | b get on | c go on |

- 2 Write these email addresses, URLs, and telephone numbers.

- 1 It's g, e, c at hotmail dot com.
gec@hotmail.com
- 2 My number's double zero, double four, three one nine, double four, oh one oh.

- 3 My email's Lydia underscore forty-nine, at yahoo dot d for dog, t for Turkey.

- 4 The new website is www dot, about dash, me, dot com, slash courses, underscore online.

Language at work | Past simple and present perfect

Past simple and present perfect

Form

Past simple:

verb + -ed

I worked here two years ago.

For irregular verb forms, see page 134.

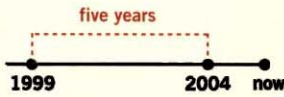
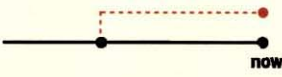

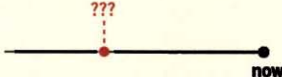
Present perfect:

has / have + past participle

I have worked here for five years.

Use

Use both the past simple and present perfect to talk about the past in different situations.

Past simple	Present perfect
<p>To talk about actions or events that took place in a finished time period, e.g. <i>yesterday, last year, when I arrived.</i></p> <p><i>She worked here for five years, from 1999 to 2004.</i></p> 	<p>To talk about actions or events that took place in a time period that has not finished, e.g. <i>up to now, today, this year.</i></p> <p><i>We've manufactured this product for over three years.</i></p> <p><i>How long have you been here?</i></p> 
<p>To talk about finished actions or events when the speaker says, asks, or knows when something happened.</p> <p><i>I met him last Saturday.</i></p> <p><i>When did he leave?</i></p> 	<p>To talk about finished actions or events when the speaker does not say, ask, or know when it happened.</p> <p><i>We've already discussed this.</i></p> <p><i>I haven't seen him, I'm afraid.</i></p> 
<p>Words we often use with the past simple are <i>yesterday, last week, last year, in 1999, three years ago.</i></p>	<p>To talk about very recently finished actions or events, with just.</p> <p><i>They've just got here.</i></p> <p>Words we often use with the present perfect are <i>for, since, yet, just, never, recently, already.</i></p>

For and since

Use *for* to talk about periods of time.

She's been here for hours.

I haven't played tennis for ages.

Use *since* to talk about a specific time.

This company has sold books since 1951.

We haven't met since that conference in Berlin, have we?

Language tip

Introduce a topic into a conversation with the present perfect, and use the past simple to ask for specific details.

A *Have you visited Sydney before?*

B *Yes, I have. I came here two years ago.*

A *So, did you visit the Opera House?*

B *Actually, no I didn't.*

1 Complete these sentences with the past simple or present perfect form of the verbs in brackets.

- Anna has worked (work) here for ages. She still does the same job.
- The sales office _____ (close) down over a month ago.
- The Managing Director _____ just _____ (organize) a meeting with all line managers.
- _____ you _____ (call) him back yet?
- What time _____ she _____ (arrive)?
- I don't think we _____ ever _____ (meet) before, have we?
- We _____ (not / take) the opportunity when we had the chance.
- Things _____ (not / improve) that much since he took over.
- _____ you ever _____ (speak) to the CEO?
- You know a lot about this company. How long _____ you _____ (work) here?

2 Complete these sentences with *since* or *for*.

- They've been in business for ten years.
- She's been in reception _____ eleven o'clock.
- Michael has worked in R&D _____ over six months.
- Have you been here _____ a long time?
- Have you seen him _____ the last time we were here?

