



Worksheet 1

Example 1

→ **Listen and Select with Pictures****Play Track 1**

You will have ten seconds to look at the question and the pictures. You will hear the conversation twice.

1. What does the man plan to wear tomorrow?

**A****B****C**→ **Explanatory Answer**

In the conversation, we hear the words 't-shirt', 'tie' and 'suit'. The question is what the man will wear tomorrow. In the conversation, they talk about a job interview. The man says that he will wear a suit, but he won't wear a tie. He says, "You don't need to wear a tie to job interviews anymore."

The correct answer is C.



Worksheet 1

Example 2

→ **Listen and Select**

Play Track 2

You will have ten seconds to look at the question and answers. You will hear the conversation twice.

1. What does the woman advise the man to do?
 - A. Send a text message
 - B. Make a phone call
 - C. Send an e-mail

→ **Explanatory answer**

In the conversation, we hear 'text message', 'phone call' and 'e-mail'. To find the answer to this question it is not important to listen to what the man says, because we need to know what advice the woman gives.

She says: "He hasn't sent an e-mail. Try sending him a text message."

The correct answer is A.



Worksheet 1

Example 3

→ **Extended Listening****Play Track 3**

You will have 45 seconds to look at the questions and the Answer Choices. You will hear the conversation twice.

1. How long did the woman work for Beecham Electronics?
 - A. Two years
 - B. Three years
 - C. Four years
2. Which department did she work in?
 - A. Sales
 - B. Marketing
 - C. Purchasing
3. What does she say is the most important quality of a manager?
 - A. She doesn't know.
 - B. Decision making
 - C. Leadership
4. How often does she travel for her job?
 - A. Twice a month
 - B. Three times a month
 - C. Four or more times a month
5. She says her greatest strength is
 - A. meeting deadlines.
 - B. setting conditions.
 - C. working hard.
6. The man says that
 - A. they won't work together.
 - B. they will be in the same department.
 - C. they may collaborate on some projects.



Worksheet 1

Explanatory answers

1. How long did the woman work for Beecham Electronics?
The man says that he can see that she worked there for two years. She corrects him and says that she had three different contracts and in fact worked there for four years in total. The correct answer is C – four years.
2. Which department did she work in?
She explains that she worked closely with marketing and purchasing but she was in charge of the sales department. The correct answer is A.
3. What does she say is the most important quality of a manager?
She says she doesn't know if there is only one thing. She says that leadership is important, but that decision-making is 'crucial'. The correct answer is B.
4. How often does she travel for her job?
The man asks if it will be a problem to travel two or three times a month. She explains that she currently goes on business trips 'at least four times' per month. The correct answer is C.
5. She says her greatest strength is
She talks about accepting conditions at the beginning of a project and she says that hard work is what she is paid for. Her greatest strength is being organised so that she doesn't miss deadlines. The correct answer is A.
6. The man says that
She asks if they will work together. The man says that is possible because their departments can have joint projects. The correct answer is C.



Worksheet 2

Vocab builder

Key vocabulary for appointments and meetings**→ Making an appointment**

- “Can we get together this afternoon?” (informal)
- “Could we meet this afternoon to work on project timing?” (more formal)
- ‘Would it be possible to set up an appointment for new week to discuss next year’s contract?’ (formal)

→ Changing an appointment

- “I have a meeting until 11:00. Can we make it 11:30?” (informal)
- “I already have an appointment on Thursday. Can we put it off until Friday?” (more formal)
- “I’m afraid I need to reschedule our appointment on Tuesday. Would it be possible to postpone it until Wednesday?” (formal)

→ Key meetings vocabulary

- Agenda: the topics you plan to discuss during a meeting
- Item: one of the topics on the agenda
- minutes: a written report of what was discussed in a meeting
- Call a meeting: organise a meeting
- Chairperson: the person who ‘manages’ a meeting
- To attend: to be present at a meeting
- AGM: Annual General Meeting



Worksheet 2

Examples



Play Track 4

You will have ten seconds to look at the questions and answers. You will hear each talk or conversation twice.

1. What would the man like to do?
 - A. Have a copy of the agenda
 - B. Send an e-mail
 - C. Add an item to the agenda

2. Why is the woman calling Raj?
 - A. She wants to postpone an appointment.
 - B. She wants to send a meeting request.
 - C. She needs help with a huge project.

3. What does the man offer to do?
 - A. Attend a meeting for the woman
 - B. Write the minutes of the meeting
 - C. Send her a summary of the meeting



Worksheet 3

Times and dates

→ **Telling the time**

There are two ways to say the time in English. There is not a 'correct' way or an 'incorrect' way. Both methods are used, and it is important to be able to understand them even if you only use one of them when you speak.

- 11:30 can be said "eleven thirty" or "half past eleven" or "half eleven"
- 12:00 can be said "twelve o'clock" or just "twelve" or "midday" / "midnight"
- 13:15 can be said "one fifteen" or "a quarter past one" (We do not say thirteen for the time in English)
- 16:45 can be said "four forty-five" or "a quarter to five".

a.m. or p.m.?

As we don't usually say thirteen or fourteen for the time, you may think it is difficult to know if we mean ten o'clock in the morning or in the evening. In most cases it is clear. A meeting at 2:00 will be in the afternoon and breakfast at 7:30 is in the morning.

If it is for a train or a plane, Americans generally use a.m. (for the morning) and p.m. (for the afternoon). In the UK, the ticket will be written 08:23 for the morning and 20:23 for the evening.

→ **Saying the date**

To say the date in English we use ordinals (first, second, third, fourth etc) In British English, we always say the day before the month. In American they say the month and then the day.

- 6 March = The sixth of March
- 17/02 = The seventeenth of February
- Christmas Day is the twenty-fifth of December
- New Year's Day is the first of January
- Independence Day in the U.S. is July the fourth.



Worksheet 3

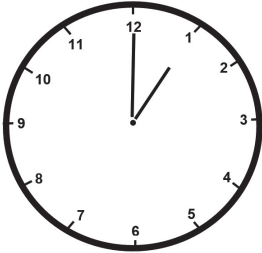
Examples



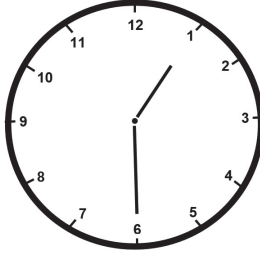
Play Track 5

You will have ten seconds to look at the questions and pictures. You will hear each talk or conversation twice.

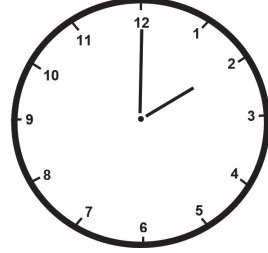
1. When do they plan to meet?



A



B



C

2. What is the earliest he should receive his package?



A



B



C