

Workbook

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A2



Business Partner

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Vocabulary 1.1 Jobs and tasks

1 Complete the sentences with the words in the box.

answer calls data do emails meetings orders start travels writes

- | | |
|--|--|
| 1 The Sales Assistants _____ work at 9 a.m. | 6 My boss _____ sales reports. |
| 2 The Production Engineer writes a lot of _____. | 7 We go to _____ on Thursdays. |
| 3 The Sales Manager _____ customers every week. | 8 I _____ a lot of research in my job. |
| 4 The Admin Assistants _____ the phone. | 9 The Admin Assistant processes _____. |
| 5 The Project Manager often _____ for work. | 10 Our manager analyses sales _____. |

2 Write sentences about Nico and Paula. Use the notes.

Nico is an Admin Assistant.

- 1 starts work early (always)
He always starts work early.
- 2 travels for work (never)
He _____.
- 3 calls customers (usually)
He _____.

Paula is a Project Manager.

- 4 does research (often)
She _____.
- 5 goes to meetings with clients (sometimes)
She _____.
- 6 processes orders (rarely)
She _____.

1.2 Work tasks and activities

3 Choose the correct option.

- Emilio needs to create the *brief* / *talk* with instructions for the project.
- They need an *agenda* / *update* from the team with all their new information.
- We have a *budget* / *data* meeting tomorrow to discuss production costs.
- Our Admin Assistant usually *books* / *creates* a meeting room for the team.
- We have five things on the *agenda* / *presentation* to discuss.
- Can you *book* / *calculate* the production costs today, please?
- The sales team prepares *discussions* / *presentations* for all our new products.

4 Complete the dialogue with the words in the box.

about available busy date fine see shall then

- A:** Sorry, but I need to change the ¹ _____ of the management meeting.
- B:** Are you ² _____ on Tuesday the tenth, in the afternoon?
- A:** No, I'm in a client meeting on Tuesday. How ³ _____ Wednesday afternoon?
- B:** Sorry, I'm afraid I'm ⁴ _____ then. What about Thursday?
- A:** Thursday morning is good. ⁵ _____ we meet in my office?
- B:** I usually start work at 8.30 a.m. How about ⁶ _____?
- A:** Yes, that's ⁷ _____. We can go for coffee with the team.
- B:** ⁸ _____ you then.

Grammar 1.1 Facts and routines

1 Complete the sentences with the correct form of the verbs in the box.

call do finish not be (x2) not have not work travel

- 1 Henri and Fiona often _____ for work.
- 2 Mauricio _____ research on new products.
- 3 Laura _____ on Fridays. She works from Monday to Thursday.
- 4 They _____ work at 6 p.m.
- 5 Susanna _____ meetings tomorrow.
- 6 Tomas _____ a Finance Manager, he's a Sales Manager.
- 7 She _____ customers every day.
- 8 Kerim and Jorge _____ IT specialists, they're Project Managers.

2 Put the words in the correct order to make sentences.

- 1 often / Sylvia / reports / writes / sales / .

- 2 until 7 p.m. / work / usually / we / on Wednesdays / .

- 3 analyses / Klaus / data / rarely / .

- 4 before / process / they / orders / 4 p.m. / always / .

- 5 goes / sometimes / Fred / to / with / meetings / the sales team / .

- 6 never / phone / answers / Harry / the / .

1.3 Questions

3 Choose the correct option.

- 1 **A:** *How often / Where* do you take a break at work?

B: Two or three times a day.

- 2 **A:** *What / Where* is the meeting this morning?

B: In meeting room five.

- 3 **A:** *Where / Which* desk do you work at?

B: The desk by the window.

- 4 **A:** *When / What* do you take a break?

B: About 11 a.m.

- 5 **A:** *What / When* time do you finish work?

B: Usually at 6.30 p.m.

- 6 **A:** *How / Where* long is the presentation this afternoon?

B: About an hour.

4 Complete the questions with *is, are, do or does*.

- 1 What _____ the gym's opening hours?

- 2 _____ you use the gym at work?

- 3 _____ your boss start work before you?

- 4 _____ Renata at work today?

- 5 How many people _____ in the office today?

- 6 _____ she have lunch at her desk?

- 7 Where _____ the toilet?

- 8 When _____ the meeting start?

Reading and listening

Scheduling meetings

Hi Nadia,
I hope you are well.
We need to have a budget meeting next week. I'm available all day on Wednesday and Thursday, 15–16th September. Are you available on those days?
Best regards,
Jan

Hi Nadia,
Sorry, I usually travel for work on Fridays. How about Monday 13th September? Is 11 a.m. OK? Shall we meet in my office?
Best regards,
Jan

Hi Jan,
Thanks for your message.
I'm sorry, I'm not available on Wednesday or Thursday. I need to prepare a presentation on Wednesday, and on Thursday I have team meetings in the morning and a client meeting all afternoon. How about Friday?
Best regards,
Nadia

Hi Jan,
Perfect. See you in your office at 11 a.m. on Monday.
Best regards,
Nadia

1 Read the emails and choose the correct option.

- When do Jan and Nadia need to have a budget meeting?
 - tomorrow
 - this week
 - next week
- What does Nadia need to do on Wednesday?
 - meet clients
 - prepare a presentation
 - have a team meeting
- What does Jan usually do on Fridays?
 - work from home
 - travel for work
 - make calls
- What day is the budget meeting?
 - Monday
 - Wednesday
 - Friday

2 Read the emails again and complete the sentence.

The budget meeting is on ____th September, at ____ a.m. in ____'s office.

3 1.01 Listen to the conversation between Jan and Nadia and complete the sentences with the dates and times in the box.

1.30	3.00	8	9	10	11	11.15	13
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- Nadia has a meeting with new clients on ____th September.
- Nadia is available on Wednesday ____th, but Jan is busy.
- Nadia has a phone call with the Madrid office at ____ p.m. and a management meeting at ____ p.m.
- Jan needs to send his report before ____ a.m.
- Nadia can finish her meetings by ____ a.m.
- The budget meeting is at ____ a.m. on ____th September.

4 Listen again. Where is the budget meeting?

Writing A survey

1 Complete the questions in a workplace survey with one word in each gap.

- | | |
|--|--|
| <p>1 _____ long does it take you to travel to work every day?
 <input type="radio"/> 0-30 min <input type="radio"/> 30-60 min <input type="radio"/> 1 hour +</p> <p>2 _____ you sometimes work from home?
 <input type="radio"/> Yes <input type="radio"/> No</p> <p>3 How _____ hours do you work every week?</p> <p>4 _____ time do you start and finish work?</p> | <p>5 Do _____ work in an office with windows?
 <input type="radio"/> Yes <input type="radio"/> No</p> <p>6 _____ do you usually have lunch?
 <input type="radio"/> In the canteen
 <input type="radio"/> In a café or restaurant
 <input type="radio"/> At your desk</p> <p>7 _____ you usually work in a team or on your own?</p> <p>8 How _____ do you take a break?</p> |
|--|--|

2 Put the words in the correct order to make questions.

- 1 at work / do / use / the / you / gym / ?

- 2 the canteen / when / have / do you / lunch / in / ?

- 3 your office / work / many / how / people / in / ?

- 4 car park / do / how / you / use / the / often / ?

- 5 work / the evening / do / at home / you / in / ?

- 6 the meeting rooms / where / in / are / your workplace / ?

3 You want to find out about the health and fitness of your colleagues at work or where you study. Use the notes to write questions for the survey below.


- 1 gym facilities / your workplace / ?
- 2 many times / week / walk to work / ?
- 3 always / use / lift / ?
- 4 how often / exercise / after work / ?
- 5 eat / fruit and vegetables / every day / ?
- 6 how many / cups coffee / have / every day / ?

Health and fitness survey >>

- 1 *Do you have gym facilities in your workplace?*
 Yes No
- 2 _____
 Every day Four times Three times Twice Once
- 3 _____
 Yes, always Sometimes No, never
- 4 _____
 Every day Four times Three times Twice Once
- 5 _____
 Yes, always Sometimes No, never
- 6 _____
 6+ 5 4 3 2 1 0

Functional
language

Talking about people and roles

1  1.02 Put the conversations into the correct order. Then listen and check.

- 1 a **Helen:** Nice to meet you, Theo.
 b **Mark:** Helen, this is Theo from the Geneva office.
 c **Theo:** Nice to meet you, too, Helen.
- 2 a **Theo:** He's fine.
 b **Helen:** Do you know Louis in the Geneva office?
 c **Helen:** How is he?
 d **Theo:** Louis Martin? Yes. He works in my department.
- 3 a **Helen:** About eight.
 b **Theo:** How many people work in the sales team?
 c **Helen:** Theo, that's the sales team.

2  1.03 Choose the correct option. Then listen and check.

- A: What do you ¹do / work?
 B: ²I'm a / I work Sales Manager. I ³manage / visit clients and work with the Sales Director.
- A: ⁴Which / Who department do you work in?
 B: The IT department.
- A: ⁵What's / Who's your manager?
 B: Mario Souza.
- A: Do you travel ⁶for / to work a lot?
 B: Yes, I do. I ⁷go / visit our offices in Europe and Asia.
- A: Who ⁸manages / works that team?
 B: Jonathan Andrews. Do you ⁹see / know Jonathan?
- A: ¹⁰What / Which does Jane do?
 B: ¹¹She does / She's an IT Manager. She ¹²does / manages the IT team.

3 Put the words in the correct order to make questions about Kate, a Designer, and Sam, a Sales Manager.

- 1 a clients / visits / who / the / ?

b does / who / visit / Sam / ?

- 2 a what / design / Kate / does / ?

b new / who / products / designs / ?

4 Choose the correct answers for the questions in Exercise 3.

- 1 a Clients. / Sam.
 b Clients. / Sam.
- 2 a Kate. / New products.
 b Kate. / New products.