

## Your language

Anton has been having second thoughts.  
He now thinks we've made a good case.  
I'll call you tomorrow so we can discuss details.  
Here are the main points.  
Jaroslav to produce a questionnaire.  
Juliet to research costs for proposed building project.  
No decision made.  
I've attached the draft minutes of the meeting.  
Check if I've left anything out.

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## 6 Entertaining and socialising

### Dialogues 1

Would you like some coffee?  
Do you take milk and sugar?  
Can I have a soft drink?  
Let me translate the menu for you.  
Borsch – that's beetroot soup.  
We're ready to order.  
And for your main course?  
I'd like fried chicken.  
Medium rare.  
Can we have the bill, please?  
Excuse me, but could you tell me what this is for?  
Do you take credit cards?  
There's a cash machine just across the road.

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### Dialogues 2

Where do you live, Xavier?  
Oh, I know Barcelona very well.  
It's a great place for a holiday.  
Did you see the football match last night?  
So you like football, do you?  
Where are you going for your summer holiday?  
My son and daughter can go mountain biking.

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Your language

Do you have any children?  
I don't know what to wear.  
I'm sure they'd appreciate some flowers.  
I'm sorry to hear that.  
I can't really go into it now.  
I understand.

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## 7 Travel

### Dialogues 1

Would you like an aisle or a window seat?  
A seat in the exit row.  
I'd like to book a hire car.  
How would you like to pay?  
A single to Munich, please.  
Do I need to reserve a seat?  
I'd like to book a twin room.  
I won't be arriving until 11:00 p.m.  
I have a reservation in the name of Perry.  
Could you fill in this form, please?  
We have a non-smoking room with a balcony  
on the 10th floor.

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### Dialogues 2

I just have this bag and a laptop.  
The bag will have to go in the hold.  
I'm not going to get to the meeting on time.  
I've just missed my connection.  
I'll let you know if I don't manage to catch the flight.  
There will be a minibus waiting at the gate.  
I'll keep my fingers crossed.  
I asked for a non-smoking room.  
The bed hasn't been made.  
We need some identification.  
I don't have enough cash.  
We do accept credit cards.

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## 8 Emailing

### Messages 1

Dear Ms Hamza

If you have any queries, please call me.

Yours sincerely

Dear Colleague

I am writing to inform you

Best regards

Hi Jaana

Hope you're feeling better.

I have to cover for her.

Speak to you later.

Let me know when you're next going to be  
in Salzburg.

I look forward to hearing from you.

Regards

### Messages 2

Many thanks for helping.

A public holiday

Anyway let's hope we have better luck in  
Yokohama.

Take care

I am writing to thank you.

I would like to apologise.

It clashed with the World Cup finals!

We would like you to join us for lunch.

Let me know if you can attend.

I'd love to come.

Please send me details of the event.

Many thanks for your kind invitation.

Unfortunately, I'll be abroad.

I hope the event goes well for you.

Your language

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# Answers

## 1 Telephoning

- 1 a leave b hear c hold d keep e call f want; press  
g get h say i hang; try
- 2 *Possible answers*  
a She's on maternity leave at the moment.  
b I'm afraid I'm in a meeting. Can I call you back?  
c Hello Peter, it's Fiona. Please call me back as soon as you can.  
d Please can you spell your name?  
e I'm sorry I didn't catch the number. Did you say fifteen or fifty?
- 3 a on b on c about d on e in f on g in h through
- 4 1 d 2 h 3 b 4 g 5 i 6 e 7 a 8 c 9 f
- 5 a I'll tell him you called.  
b If I find the information, I'll let you know immediately.  
c If Peter doesn't come back from sick leave soon, we'll need to find a replacement.  
d If you push that button, you'll disconnect the caller.  
e What will you do if you don't find Sergei's number?  
f If I don't find his number, I'll call directory enquiries.
- 6 a handset b toll-free c This is d get e hang f turn off g area
- 7 h, a, b, f, k, g, i, j, e, d, c, l
- 8 1 e 2 g 3 h 4 a 5 d 6 b 7 f 8 c

## 2 A company visit

1 a on b in c by d in e in f by g in h on i in

2 a registration b site c lift d corridor e profit f demand  
g partnership h reputation

3 1 e 2 a 3 b 4 h 5 c 6 g 7 d 8 f

### 4 Possible answers

- a At the roundabout take the second exit. Go through the town centre and then take the second turning on the left. The factory is at the end of the road.
- b Take the lift to the third floor. Turn right and go along the corridor. It's the fourth office on the right.
- c I've left my car in the space 'Reserved for Visitors'. Is that all right?
- d I've stopped just before a bridge, opposite a garage. I can see a signpost. It says that Fistularo is eight kilometres away.

### 5 Possible questions

- a How many people do you employ?  
How many people work for the company?
- b Are you a partnership?
- c How long have you been on this site?  
How long have you been here?
- d Do you like working here?  
Do you like the working atmosphere?
- e Where is your biggest market?
- f Who are your biggest/main competitors?
- g Can you tell me how to get to the factory?

### 6 Possible answers

- a I've left my car in a reserved space.
- b Could you tell me how to get to the main office?
- c I'd like to introduce you to our Marketing Manager.
- d Did you have a good journey?
- e When was the company set up?
- f We are among the largest manufacturers in the region.
- g We have an excellent reputation in the market.

### 3 Job information



2 a redundant b development c insurance d retire e stressful f owners  
g leadership h promotion i challenging j responsibilities

3 1 e 2 a 3 i 4 b 5 f 6 g 7 d 8 j 9 c 10 h

4 a for b to c of d for e about f of g of



6 1 h 2 f 3 a 4 b 5 e 6 c 7 g 8 d

7 a Neither did I. b So did I. c Neither am I. d So do I. e Neither do I.  
f Neither was I. g So was I. h So am I.

## 4 Presentations

- 1 a by b up c with d between e by f in g down
- 2 *Possible answers*  
a Could you bear with me for a moment?  
b Are there any questions so far?  
c At this point on the graph you can see ...  
This shows ...  
d I'd like to finish by thanking you all for coming.
- 3 1 g 2 a 3 b 4 e 5 c 6 f 7 h 8 i 9 d
- 4 **Up:** a, b, d, g, h, i  
**Down:** c, f, j  
**The same:** e, k, l
- 5 a question b trend c point d picture e rate f fall/decline g point/level h period
- 6 a say b catch c repeat d bear e Take f gives g show h fall i account
- 7 1 b 2 c 3 a

## 5 Meetings

- 1 a make b cause c miss d happen e abandon f leave g report  
h give i cover
- 2 a majority  
b item  
c necessary  
d until  
e through  
f except  
g suit
- 3 a take b tell c make d set e made f having g rejected
- 4 a for b on c on d Of e to f on, on g in h in i at/through j out
- 5 *Possible answers*  
a I'd like to leave the next item until the next meeting.  
b Does everyone agree that the date of the next meeting should be changed?  
c Are you going to attend the next meeting?  
d I'm just phoning to tell you what happened in the meeting.  
e I've attached a copy of the agenda.  
f Just one more point.  
g What does everyone think about the idea?
- 6 1 f 2 c 3 e 4 a 5 h 6 b 7 i 8 d 9 g



- 7 a won't cause  
 b 'll order  
 c missed  
 d 'll see  
 e Does everyone agree  
 f 'm calling  
 g has read/read  
 h to find out  
 i attached/have attached  
 j have had/have been having/had/'m having

## 6 Entertaining and socialising

### 1 Possible answers

- a Could you translate the menu for me, please?  
 b Can I have the roast duck, please?  
 I'll have the steak, please.  
 c Can I have the bill, please?  
 d Excuse me, what's this for?  
 e Where do you live?  
 f I live in Mijas. It's a small village in the south of Spain.  
 g I'm planning to go to Bali for a week with my family.  
 h I'm very sorry to hear that. We'll miss him/her.

- 2 a for b with c to d by e for f on g into h about

- 3 1 Can I *have* the chicken and vegetable soup, please?  
 2 Do you *accept* all credit cards?  
 3 Do you *know* if there is a cash machine nearby?  
 4 Do you *take* sugar in your coffee?  
 5 Would anyone like to *see* the dessert menu?  
 6 Did you *watch* the basketball game yesterday?  
 7 What clothes should I *wear* to the reception?  
 8 What has *happened* to David? Is he OK?

- 4 1 g 2 d 3 b 4 e 5 f 6 c 7 h 8 a

- 5 1 f 2 j 3 g 4 d 5 e 6 i 7 a 8 c 9 h 10 b

- 6 **play:** golf, tennis, badminton, volleyball, basketball, ping pong  
**go:** walking, climbing, cycling, snorkelling, diving, hiking, sailing

- 7 a nephew b aunt c cousin d uncle e niece

- 8 d, h, e, g, b, c, f, a, i, j, l, k

