

Working with words

Complete these sentences with words from the list.

CV copy card note order receipt

- 1 Nice to meet you. Here's my business _____.
- 2 That's two dollars ninety-nine. Do you want a _____?
- 3 To apply for the job, please send your _____.
- 4 A I'd like five printers and twenty boxes of discs.
B Sure. Can you fill in a(n) _____ form, please?
- 5 Can you send a hard _____ of the invoice in the post, please?
- 6 Did the driver leave a delivery _____ with this package?

Choose the correct verb in *italics*.

- 7 I'll *attach* / *open* the form to an email.
- 8 Did you *save* / *receive* my letter last week? I posted it on Tuesday, I think.
- 9 *Open* / *Print* the folder marked KEYdoc_1.
The document is in there.
- 10 Can you *receive* / *send* me another copy of the invoice?
I can't find it.
- 11 Can you *forward* / *open* the document to me with your email?
- 12 I'll *print* / *place* these photographs of the office party so everyone can look at them.

Language at work

Complete this conversation with the past simple form of the verbs in brackets.

- A Hi! Where ¹³ _____ (be) you this morning?
- B At the meeting with Mark and Barbara. Why ¹⁴ _____ (not / be) you there?
- A Oh no! I ¹⁵ _____ (not / remember), I'm really sorry. What ¹⁶ _____ (you / say) to them?
- B I ¹⁷ _____ (apologize) for you and they ¹⁸ _____ (be) fine about it. Anyway, we ¹⁹ _____ (decide) to book the Century Hotel for the conference in October.
- A ²⁰ _____ (you / call) the hotel? They are often very busy in October.
- B No, I ²¹ _____ (not / do).
- A I'll do it.
- B Thanks. Who ²² _____ (Mark and Barbara / want) to give the main presentation?
- A We ²³ _____ (not / have) time to discuss that. I'll call them tomorrow about it.

Business communication

Put the words in *italics* in the correct order to complete these sentences.

- 24 I'll *as* / *know* / *can* / *let* / *soon* / *you* / *as* / *I*

- 25 There *some* / *with* / *problems* / *your* / *order* / *are*

- 26 We *to* / *documents* / *send* / *the* / *need*

- 27 We *some* / *'ve* / *problems* / *got*

- 28 We *that* / *but* / *did* / *didn't* / *work* / *it*

- 29 That *great* / *be* / *would*

- 30 Thanks *help* / *for* / *a* / *your* / *lot*

Result _____ / 30 marks