

**Working with words**

Complete these words with the missing letters.

- 1 She's so   n  r  e  i  . When does she take a break?
- 2 We need an   m  g  n  t  v   and creative person for this job.
- 3 Mike is very p  a  t  c  l and can deal with any problem.
- 4 Details in R&D are important, so our staff are very c  r  f  l.
- 5 I like Michelle in HR. She's f  i  n  l   and easy to talk to.
- 6 You need to be f  c  se   on your job in the factory with all the dangerous machinery.
- 7 Jim joined the company ten years ago. He's very e  p  r  e  c  d in every part of the production process.

Put these words in the correct order to make sentences.

- 8 good / at / managing / I'm / people  
\_\_\_\_\_
- 9 have / in / diploma / I / a / Economics  
\_\_\_\_\_
- 10 sales / has / of / experience / a / She / in / lot  
\_\_\_\_\_
- 11 very / at / isn't / He / checking / good  
\_\_\_\_\_
- 12 have / qualifications / business / They / don't / any / in  
\_\_\_\_\_

**Language at work**

Complete the conversation with the correct form of the verbs in brackets.

- A What <sup>13</sup> \_\_\_\_\_ (you / work) on at the moment?
- B My company <sup>14</sup> \_\_\_\_\_ (build) a new office tower in the centre of London.
- A Really? So, <sup>15</sup> \_\_\_\_\_ (they / employ) more people for the contract?
- B No, they <sup>16</sup> \_\_\_\_\_ (not / be). But we <sup>17</sup> \_\_\_\_\_ (interview) more people to work on another project in Germany at the moment. Why <sup>18</sup> \_\_\_\_\_ (you / ask)?
- <sup>19</sup> \_\_\_\_\_ (you / look) for a new job?
- A Yes, I am. I <sup>20</sup> \_\_\_\_\_ (currently / finish) a big contract with my current employer, but I <sup>21</sup> \_\_\_\_\_ (think) of doing something different after that. I want a change.
- B OK. Well, we <sup>22</sup> \_\_\_\_\_ (recruit) people with your kind of skills and experiences for the Germany project. <sup>23</sup> \_\_\_\_\_ (you / want) to apply for that?

**Business communication**

Replace 24–30 in the conversation with a–g, so that the meaning stays the same. Write the letters next to the numbers.

- |          |                   |
|----------|-------------------|
| 24 _____ | a Are you free    |
| 25 _____ | b We need to meet |
| 26 _____ | c twelve o'clock  |
| 27 _____ | d is fine         |
| 28 _____ | e I'm busy        |
| 29 _____ | f good            |
| 30 _____ | g When            |

- A Hello. <sup>24</sup>*I'd like to meet* about the interviews.
- B Sure. Is tomorrow <sup>25</sup>*OK* for you?
- A Yes. <sup>26</sup>*What time* are you free?
- A <sup>27</sup>*Can we meet* at <sup>28</sup>*midday*?
- B Sorry, <sup>29</sup>*I can't meet* then but the morning <sup>30</sup>*is good*.
- A OK. Is nine forty-five OK?
- B Yes. See you then.

**Result \_\_\_\_\_ / 30 marks**

# Unit 8 Speaking test

## Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then copy and use the *Speaking test results* form to evaluate each student's performance. You can then cut out the results and give them to the students.

----- cut along this line -----

### Student A

- You want to arrange a meeting with your colleague (Student B) to talk about the candidates for a job.
  - Ask to meet and explain why.
  - Ask to meet on Friday at 2.30 p.m.
  - Say you aren't free at 11 a.m., but you're free at 4.45 p.m.
  - Agree on the time and day.
- Your supplier (Student B) asks to arrange a meeting to talk about his/her new product.
  - Say Monday is OK.
  - Say you aren't free at 9.30 a.m., but say you're free at 12.00.
  - Say you're free at 2.45 p.m.
  - Agree on the time and day.

### Student B

- Your colleague (Student A) asks to arrange a meeting to talk about the candidates for a job.
  - Say Friday is OK.
  - Say you aren't free at 2.30 p.m., but you're free at 11 a.m.
  - Say you're free at 4.45 p.m.
  - Agree on the time and day.
- You want to arrange a meeting with a client (Student A) to talk about your new product.
  - Ask to meet and explain why.
  - Ask to meet on Monday at 9.30 a.m.
  - Say you aren't free at 12.00, but you're free at 2.45 p.m.
  - Agree on the time and day.

## Unit 8 Speaking test results

Use these forms to evaluate the students.

----- cut along this line -----

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
ask to meet			
ask about days/times			
say he/she isn't free			
say when he/she is free			
agree on a day/time			

Result \_\_\_\_\_ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
ask to meet			
ask about days/times			
say he/she isn't free			
say when he/she is free			
agree on a day/time			

Result \_\_\_\_\_ / 10 marks

----- cut along this line -----