

Practice file answer key

Unit 1

Working with words

Exercise 1

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

Exercise 2

- 1 Personal Assistant
- 2 Sales Rep
- 3 Financial Director
- 4 Human Resources
- 5 Team Leader
- 6 Technician
- 7 Receptionist

Exercise 3

- 1 Haruo Ogawa
- 2 Japan
- 3 Financial Director
- 4 Japanese
- 5 Isadora de Souza
- 6 Brazilian
- 7 Receptionist
- 8 Brazil
- 9 Jade Botha
- 10 South Africa
- 11 Team Leader
- 12 South African

Business communication

Exercise 1

- 1
a 3 b 2 c 4 d 1
2
a 2 b 1 c 4 d 3
3
a 3 b 4 / 5 c 2 d 1 e 4 / 5

Exercise 2

- 1 This is Pierre.
- 2 How do you do?
- 3 And you.
- 4 Do you know Franziska?
- 5 It's good to see you again.
- 6 How are you?
- 7 My name's
- 8 How do you do?
- 9 nice to meet you.

Exercise 3

- 1 my name's
- 2 Nice to meet you
- 3 Do you know
- 4 How do you do
- 5 Nice meeting you
- 6 Have a good journey
- 7 see you soon
- 8 Bye

Language at work

Exercise 1

- 1 It, isn't
- 2 Are, aren't, 're
- 3 It, is
- 4 isn't
- 5 are
- 6 Are, are
- 7 Are, am
- 8 It, isn't, 's

Exercise 2

- 1 my
- 2 her
- 3 Your
- 4 his
- 5 our
- 6 their

Exercise 3

- 1 is
- 2 am
- 3 are
- 4 my
- 5 Our
- 6 are
- 7 is
- 8 is
- 9 her
- 10 your

Unit 2

Working with words

Exercise 1

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

Exercise 2

- 1 recruitment
- 2 real estate
- 3 financial
- 4 hospitality
- 5 electronics
- 6 software
- 7 automobile

Business communication

Exercise 1

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

Exercise 2

- 1 Can you give me a special price
- 2 I'm sorry, but we don't.
- 3 Yes, we do.
- 4 Can you confirm
- 5 Can you give me
- 6 Can you spell that?

Exercise 3

- 1 a 2 b 3 a 4 b 5 b

Language at work

Exercise 1

- 1 Do, export, do
- 2 Do, work, do
- 3 Does, sell, does
- 4 Does, provide, doesn't
- 5 Do, employ, do
- 6 Do, buy, don't

Exercise 2

- 1 produces
- 2 employs
- 3 doesn't export
- 4 sells
- 5 don't work
- 6 have

Exercise 3

- 1 Yes-do Do you
- 2 We import-We import
- 3 Nokia doesn't work- Nokia doesn't work.
- 4 Yes-she do- Yes, she does.
- 5 Yes-I work- Yes, I do.
- 6 Max doesn't develop software- Max doesn't develop software.
- 7 Your company employ- Does your company employ

Unit 3

Working with words

Exercise 1

- 1 c, e
2 h, k
3 i, j
4 d, l
5 a, g
6 f, n

Exercise 2

- 1 head office
- 2 sales offices
- 3 distribution centres
- 4 factories
- 5 technical centre

Exercise 3

- 1 factories
- 2 technical centre
- 3 sales offices
- 4 head office
- 5 distribution centres

Business communication

Exercise 1

- 1 C 2 R 3 C 4 R
5 C 6 C 7 R 8 R

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R R Bowker Publishing, Bowker



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Geography and the Human Experience ,2004 *Children's Books in Print* R R Bowker Publishing,Bowker,1999-12
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