

Job Talk 1-3

1

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

2

(possible answers)

1. Excuse me, could we possibly have some coffee in the room where we are meeting, please.
2. I'm afraid the projector in our room is not working. We need a new one as soon as possible.
3. I'm sorry I didn't understand that. Could you repeat your question please?
4. I'm afraid this isn't good enough. We booked a room for 20 people. This room is only big enough for 8 people.
5. Excuse me, I'm late for my plane. Could you call me a taxi as quickly as possible, please?

3

A good job: flexitime, long holidays, friendly colleagues, challenging, responsibility, money, working in a team, independence

Job Talk 4-5

1

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

2

(possible answers)

1. I'm sorry I can't understand you. Could you speak more slowly.
2. This line is very bad. Could you speak more loudly, please.
3. Could you ask him to call me on 5678934, thank-you / Oh, I'll ring again later, then.
4. I've been put through to the wrong person. Could you connect me to extension -232.
5. I'm afraid he's speaking on another line. Would you like to hold?

3

(possible answer)

Call for: Mr Brown

Call from: John Walsh of Sell Ltd

Time: 12.03. 22.11.04

Message:

Sell Ltd ordered 20 copies of a computer handbook to go with the XX Superdata computers they have ordered. The book is the wrong edition and does not deal with the XX Superdata. They are sending the 20 handbooks back at our expense and they would like the new edition in three days as they have organised a training course for their employees. John Walsh of Sell Ltd would like Mr Brown to ring back as soon as possible.
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