

B1



# Real Business English

21st century skills at work

Workbook



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by

Hazel Grünewald

Anette Bradbury



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# 1 Company Structures

## 1 Grammar

### Present Tenses

We use the **present simple** tense for things that happen every day or to describe how often we do something.

*John plays tennis every Saturday.*

We use the **present continuous** tense for actions happening at the moment. We often use it when the action is temporary.

*John's playing tennis today.*

### A Fill in the blanks with the correct form of the verbs below.

run | work | stay | be | take | organize | be | get

1. Caitlin started a new job last week. She ..... the train every day now.
2. I usually ..... to work at 9:00, but I'll be late today because the train ..... late.
3. John is ambitious. He ..... until 8:00 p.m. every day.
4. Mary ..... at a conference this week. She ..... at the Sea Inn.
5. Susan ..... responsible for new employees, but this week she ..... the job fair while Kerri is on vacation.

### Questions and the 5 W's

Questions are formed with *do*, *does*, a form of *be*, a *modal* verb and/or one of the 5 "W's": *Who*, *What*, *Where*, *When*, *Why*.

There's more than one way to ask about someone's job.

When asked a direct question, we answer with more than *yes* or *no*.

*Where do you work?*

*Are you responsible for contacting customers?*

*Do you like your job?*

*"What do you do?" – "I'm a ..."*

*"What's your job?" – "I work at ..."*

*"Does Mary manage this project?"*

*"Yes, she does."*

### B Rearrange the following words to questions and answers.

1. do / do / you / what / ?

Accounting / in / the / Department / work / I

2. new / write / Cole / does / software / ?

doesn't. / No, / he / Accounting / works / in / He

3. you / do / your / job / like / ?

interesting / yes, / very / it's

4. she / is / responsible / clients / new / for / ?

is / yes, / she

## Adjectives and Adverbs

We use **adjectives** to describe nouns.

It is common for adjectives which end in *-ed* to describe a feeling while adjectives ending in *-ing* often tell us more about a person or thing.

**Adverbs** tell us about a verb. They usually tell us how somebody does something.

Adverbs usually end in *-ly*, but some adjectives end in *-ly* (*friendly, lively, elderly, lonely, silly*).

*Ben is a patient person.*

*Kate is bored at work.* (feeling)

vs.

*Kate has a boring job.* (description of job)

*Ben waited patiently for me.*

*Sally filed the reports carefully.*

*He's a friendly person.*

### C Choose the correct form of the word.

1. Paige spoke **slow** / **slowly** about the problem in the Legal Department.
2. I think Ray performs his work very **good** / **well**.
3. Cole is **excited** / **exciting** about the new ad campaign.
4. Stan has some **excited** / **exciting** news on how to save money.
5. Ray received an **unusual** / **unusually** email the other day.
6. Peter gave a **professional** / **professionally** presentation at the meeting.

### D Complete with the words below.

logically | great | wonderful | professionally | well | fast

1. Computers are ..... tools – if you know how to use them!
2. Anne studied to become an administrative assistant. She types .....
3. Bob has been a salesman for 20 years, so he knows how to sell .....
4. Karen is a manager at a bank and dresses .....
5. Suzanne is an ideal employee and is ..... to work with.
6. Jake is a fantastic planner. He thinks .....

### E Read what Cole thinks about his job. Complete with some of the words below.

satisfied | interested | exhausting | satisfying | boring |  
surprising | excited | surprised | bored

I don't think you'll be ..... (1) to hear that in my job I never have a ..... (2) moment. I freelance in the Marketing Department. I am really ..... (3) when I finish a project. When I get people ..... (4) about a product, it is exciting and ..... (5) for me. It can be an ..... (6) job, but it is what I am ..... (7) in.





## 2 Vocabulary

**A** Read about the difference between *vacation* and *holiday*.

### Vacation *or* Holiday?

These two words might seem to mean the same thing, but they are actually quite different, depending on who you are speaking with. In the United States and Canada, a **holiday** is a special day like Christmas or Easter. In Great Britain and Ireland people call them **bank holidays**. And when the British go on their **holidays**, they might travel to a different country. North Americans call this **vacation**. In countries outside of Europe, regular employees often have less holiday time: five to fifteen days is common in America, China, India, Malaysia and Mexico, while fifteen to 20 is normal in Australia, Canada and Brazil. If a bank holiday falls on a Saturday or Sunday, the previous Friday or following Monday is considered a "day off". You do not "lose" the day



off as in some countries, for example Germany. It is unusual in most Anglo-Saxon countries to take **unpaid leave** (holiday without pay). An exception to this is Australia, where young people often **take time out** (or **time off**) to travel in Europe. This is not a common practice in the United States, but some older people might take a **sabbatical**.

**B** Write the words in the correct category.

vacation | freelance | temporary | salary | holiday | part-time | full-time | bank holiday | wages | commission | bonus | time off

**leisure time**

.....

.....

.....

.....

**type of worker**

.....

.....

.....

.....

**money**

.....

.....

.....

.....

**C** Match the definitions to the words

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> 1. job fairs | a. a business which provides employees for a short time |
| <input type="checkbox"/> 2. currently            | b. right now  |
| <input type="checkbox"/> 3. temp agency          | c. job or duty  |
| <input type="checkbox"/> 4. filing               | d. putting things in order                              |
| <input type="checkbox"/> 5. college              | e. another word for university                          |
| <input type="checkbox"/> 6. want/classified ads  | f. extras in addition to your regular pay               |
| <input type="checkbox"/> 7. benefits             | g. job announcements in newspapers or online            |
| <input type="checkbox"/> 8. economics            | h. where companies present themselves                   |
| <input type="checkbox"/> 9. assignment           | i. study of money                                       |

**D Find fourteen words from this unit. They may be placed horizontally, vertically, or diagonally.**

U	S	U	A	L	L	Y	T	Y	J	X	F	B	P	E
R	F	F	R	E	E	L	A	N	C	E	V	T	R	D
E	F	N	E	T	W	O	R	K	V	E	C	X	O	R
S	A	D	V	E	R	T	I	S	E	I	X	J	M	I
P	C	K	P	A	R	T	-	T	I	M	E	X	O	T
O	E	O	R	W	K	S	Q	G	O	U	G	R	T	V
N	I	J	M	U	W	C	A	J	H	P	W	D	E	N
S	J	R	R	M	Q	A	Z	L	I	S	M	Q	A	S
I	R	T	O	U	I	E	G	M	A	L	X	F	B	B
B	U	E	O	W	P	S	T	E	P	R	V	X	M	O
L	G	M	T	C	S	H	S	K	S	J	Y	L	C	N
E	M	P	Y	T	M	F	V	I	P	J	O	W	G	U
N	L	O	Q	K	N	L	B	H	O	Q	Y	T	E	S
L	V	A	C	A	T	I	O	N	D	N	P	X	S	Z
X	P	B	L	B	X	Z	D	M	D	V	S	Q	N	D
H	O	L	I	D	A	Y	V	D	Z	B	F	H	X	Q

**E Cross out the word that does not fit.**

- |                  |            |             |                    |
|------------------|------------|-------------|--------------------|
| 1. hardware      | contract   | software    | network            |
| 2. university    | college    | school      | office             |
| 3. campaign      | marketing  | advertising | R&D                |
| 4. pay structure | benefits   | HR          | interview          |
| 5. monitor       | save money | cut costs   | financial troubles |

**F Choose four words from "E" and write sentences about yourself.**

1. ....
2. ....
3. ....
4. ....

**G Put the letters in order to form words.**

- |                    |                    |
|--------------------|--------------------|
| 1. tlfie-ulm ..... | 5. remievot .....  |
| 2. ylasra .....    | 6. awsge .....     |
| 3. emexlitfi ..... | 7. ematorpy .....  |
| 4. nebsosu .....   | 8. nfleerace ..... |