

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

- Personal Assistant
- Sales Rep
- Financial Director
- Human Resources
- Team Leader
- Technician
- Receptionist

Exercise 3

- Haruo Ogawa
- Japan
- Financial Director
- Japanese
- Isadora de Souza
- Brazilian
- Receptionist
- Brazil
- Jade Botha
- South Africa
- Team Leader
- 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

- This is Pierre.
- How do you do?
- And you.
- Do you know Franziska?
- It's good to see you again.
- How are you?
- My name's
- How do you do?
- nice to meet you.

Exercise 3

- my name's
- Nice to meet you.
- Do you know
- How do you do
- Nice meeting you
- Have a good journey
- see you soon
- Bye

Language at work

Exercise 1

- It, isn't
- Are, aren't, 're
- It, is
- isn't
- are
- Are, are
- Are, am
- It, isn't, 's

Exercise 2

- my
- her
- Your
- his
- our
- their

Exercise 3

- is
- am
- are
- my
- Our
- are
- is
- is
- her
- your

Unit 2

Working with words

Exercise 1

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

Exercise 2

- recruitment
- real estate
- financial
- hospitality
- electronics
- software
- automobile

Business communication

Exercise 1

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

Exercise 2

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

Exercise 3

- 1 a 2 b 3 a 4 b 5 b

Language at work

Exercise 1

- Do, export, do
- Do, work, do
- Does, sell, does
- Does, provide, doesn't
- Do, employ, do
- Do, buy, don't

Exercise 2

- produces
- employs
- doesn't export
- sells
- don't work
- have

Exercise 3

- Yes-do Do you
- We import We import
- Nokia doesn't work Nokia doesn't work.
- Yes-she do Yes, she does.
- Yes-I work Yes, I do.
- Max doesn't develop software. Max doesn't develop software.
- 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

- head office
- sales offices
- distribution centres
- factories
- technical centre

Exercise 3

- factories
- technical centre
- sales offices
- head office
- distribution centres

Business communication

Exercise 1

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

World Geography Atlas Activities Answers Key

R. Scott House, Patti M. House

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