



UNLOCK LISTENING & SPEAKING SKILLS 2

Help

UNIT 8: Business Exercise 1: Listening for main ideas (1)

Listen to a manager talking about a problem with his supervisor. Before you listen, choose the problems you think will be mentioned. Then listen and check.



Leo is telling his supervisor about ...	Yes	No
a problem with a colleague	☒	☐
working too many hours	☒	☐
a problem with organizing time	☒	☐
a problem with communication	☒	☐
not having enough holidays	☒	☐
not enough money	☒	☐



Leo is telling his supervisor about ...	Yes	No
a problem with a colleague	☒	☐
working too many hours	☐	☒
a problem with organizing time	☐	☒
a problem with communication	☒	☐
not having enough holidays	☐	☒
not enough money	☐	☒



Your score is 0/6

Try again

OK

Check

Show answers

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UNLOCK LISTENING & SPEAKING SKILLS 2

Hint

Help

UNIT 8: Business Exercise 2: Listening for main ideas (2)

Listen to a conversation between a project manager and his supervisor. Choose the correct answers.



1 What is Leo's problem? ❌

- ☐ He can't manage the project.
- ☐ One of his colleagues doesn't like him.
- ☐ He is always angry.

One of his colleagues doesn't like him.

2 What is Don doing? ❌

- ☐ He is writing angry emails.
- ☐ He is not talking to Leo.
- ☐ He is always talking about his problems.

He is not talking to Leo.

3 What does Leo think? ❌

- ☐ He did nothing wrong.
- ☐ He should say sorry.
- ☐ Don always talks about his problems.

He did nothing wrong.

4 What advice does Ros give? ❌

- ☐ To say sorry.
- ☐ To spend more time thinking about the problem.
- ☐ To write a positive email.

To write a positive email.

5 Does Leo agree with her advice? ❌

- ☐ Yes, but he thinks that the problem is with Don.
- ☐ Yes, he is very happy to do it.
- ☐ No, because he can't do it.

Yes, but he thinks that the problem is with Don.



Your score is 0/5.

Try again

OK

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Show answers

Start again

Complete the sentences with the correct words.

- 1 My father started a business when he was just 18 years old.

My father started up a business when he was just 18 years old.

out of up with of on
 down out in on with
 up

- 2 I don't like taking part team activities. I prefer to work alone.

I don't like taking part in team activities. I prefer to work alone.

- 3 My wife works in a hospital – she takes care people all day.

My wife works in a hospital – she takes care of people all day.

- 4 I feel so tired – I'm finding it difficult to get my work.

I feel so tired – I'm finding it difficult to get on with my work.

- 5 I don't want to work in a school. I don't think I could put children all day.

I don't want to work in a school. I don't think I could put up with children all day.

- 6 I can't go out this weekend. I need to carry with some work.

I can't go out this weekend. I need to carry on with some work.

- 7 How can you find information about new jobs?

How can you find out information about new jobs?

- 8 I didn't have a job for a long time, so I ran money.

I didn't have a job for a long time, so I ran out of money.



Complete the sentences with the correct words.

- 1 Some people think that teaching is the difficult job.

Some people think that teaching is the most difficult job.

- 2 For me, the part of my job is getting up early in the mornings.

For me, the worst part of my job is getting up early in the mornings.

- 3 My job is than my brother's.

My job is easier than my brother's.

- 4 The job interview was than I imagined.

The job interview was more difficult than I imagined.

- 5 My new job isn't as my last one.

My new job isn't as good as my last one.

- 6 The people who work hours usually get paid less.

The people who work the longest hours usually get paid less.

- 7 My father works than me – he only works two days a week. I work five days.

My father works less than me – he only works two days a week. I work five days.

- 8 My interesting job was when I was 18. It was very boring.

My least interesting job was when I was 18. I hated it.

Your score is 0/8.

Try again

OK

Check

Show answers

Start again

1. How are things with you?

Leo: Well, mostly OK. But there is one thing.

Ros: ✖

What's the problem?

2. Leo: I am having problems with Don. I think he doesn't like working with me.

Ros: ✖

Oh yes, I thought that might be it.

3. Ros: Maybe you did something to make him angry.

Leo: ✖

I didn't do anything!

4. Leo: And if he has a problem with me, why doesn't he tell me?

Ros: ✖

I don't know.

5. Leo: So you think I should write to him and say sorry for something I didn't do?

Ros: ✖

Not exactly, no.

6. Ros: I'll help you if you want.

Leo: ✖

No, it's all right. I can do it.

Oh yes, I thought that might be it.

I don't know.

OK, I'll think about it.

No, it's all right. I can do it.

Not exactly, no.

I didn't do anything!

What's the problem?



Your score is 0/6

Try again

OK

Check

Show answers

Start again

3 My wife works in a hospital – she takes care people all day.

My wife works in a hospital – she takes care of people all day.

4 I feel so tired – I'm finding it difficult to get my work.

I feel so tired – I'm finding it difficult to get on with my work.

5 I don't want to work in a school. I don't think I could put

children all day

I don't want to work in a school. I don't think I could put up with children all

day.

6 I can't go out this weekend. I need to carry with some work.

I can't go out this weekend. I need to carry on with some work.

7 How can you find information about new jobs?

How can you find out information about new jobs?

8 I didn't have a job for a long time, so I ran money.

I didn't have a job for a long time, so I ran out of money.

9 My job is to take notes in meetings.

My job is to take down notes in meetings.

Your score is 0/9.

Try again

OK

Check

Show answers

Start again



UNLOCK LISTENING & SPEAKING SKILLS 2

Help

UNIT 8: Business Exercise 5: Vocabulary

Put the letters in the correct order to spell the words.

1 My father started his own **s s s n b i u e** when he was 18. ✖

My father started his own **business** when he was 18.

2 An **p i a t n p e r e c** is someone who is still learning how to do the job. ✖

An **apprentice** is someone who is still learning how to do the job.

3 I **n r e a** more now than I did 10 years ago. ✖

I **earn** more now than I did 10 years ago.

4 My husband is a **a n a g r e m** - he works in a bank. ✖

My husband is a **manager** - he works in a bank.

5 My university has lots of **a o t v n a i o i o** courses - they train you to have job skills. ✖

My university has lots of **vocational** courses - they train you to have job skills.

6 I don't have a **g e n o - r m t i** job at the moment. I need to find new work next year. ✖

I don't have a **long-term** job at the moment. I need to find new work next year.

Your score is 0/6

Try again

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to manage this project, and I don't understand why he doesn't want to work with me.

Ros: Well, try to stay positive. Have you tried to talk to him about it?

Well, **if I were you, I would** try to stay positive. Have you tried to talk to him about it?

2 Well, solve the problem, write to him, and ask for his opinion.

Well, **if you want to** solve the problem, **you should** write to him, and ask for his opinion.

3 I don't know. But waste time thinking about why he doesn't want to talk with you. The important thing, now, is to solve the problem.

I don't know. But **try not to** waste time thinking about why he doesn't want to talk with you. The important thing, now, is to solve the problem.

4 sound too angry.

Be careful not to sound too angry.

5 write to him now?

Why don't you write to him now?

6 deal with this quickly. It sounds like you and Don have not had a good relationship for a long time.

I think you should deal with this quickly. It sounds like you and Don have not had a good relationship for a long time.



Your score is 0/7.

Try again

OK

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Help

UNIT 8: Business Exercise 10: Saying numbers (2)

Listen and put the numbers you hear.

1 ▶ I was born in ✖

I was born in 1973

2 ▶ The population of this city has decreased by ✖

The population of this city has decreased by 18 %.

3 ▶ There are ✖ million people in this country.

There are 22.3 million people in this country.

4 ▶ His salary is \$ ✖ per month.

His salary is \$ 2,500 per month.

5 ▶ I have ✖ % interest on the money in my bank account.

I have 0.5 % interest on the money in my bank account.

6 ▶ My phone number is ✖

My phone number is 0022 304 777



Your score is 0/6

Try again

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UNIT 8: Business Exercise 9: Saying numbers (1)

Listen and choose the number you hear.

- 1 ☐ 48 ☐ 38

48

- 2 ☐ 25 ☐ 21.5

21.5

- 3 ☐ 1/3 ☐ 1/2

1/2

- 4 ☐ 115 ☐ 150

150

- 5 ☐ 69% ☐ 96%

96%

- 6 ☐ 4,060 ☐ 460

4,060



Your score is 0/6

Try again

OK

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UNIT 8: Business Exercise 8: Giving advice (2)

Use the words in brackets to give advice. Add any other words you need.

1 A: I'm so tired. I'm working too much.

B: go to bed early. (if, you)

If I were you, I'd go to bed early.

2 A: My colleagues don't like me. What should I do?

B: discuss it with your manager. (think, should)

I think you should discuss it with your manager.

3 A: I'm not enjoying my course. It's too difficult.

B: talk to your teacher? (why)

Why don't you talk to your teacher?

4 A: I'm not feeling very well.

B: Well, get better, go to bed early. (if, want)

Well, if you want to get better, go to bed early.

5 A: I have an exam tomorrow.

B: Well, you should revise. But go to bed late. (careful)

Well, you should revise. But be careful not to go to bed late.



Your score is 0/5

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