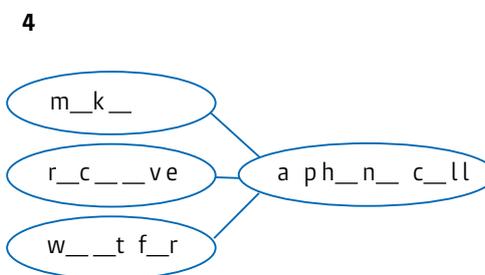
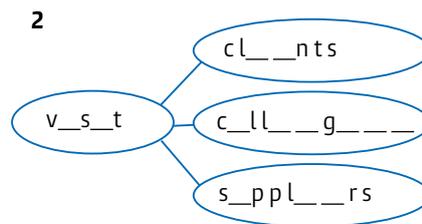
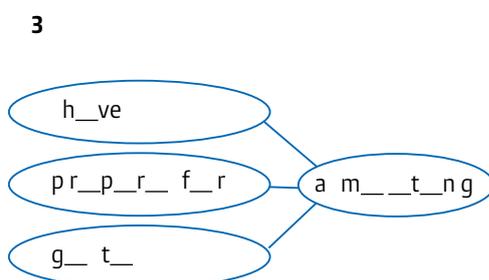
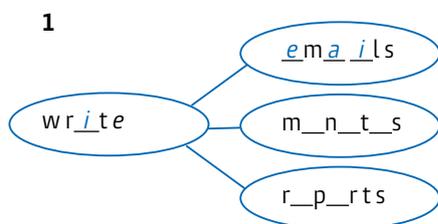


UNIT 5 > Office day to day

Lesson 5.1 What are you working on?

Vocabulary **A** Complete the words in the spidergrams.



Communicative grammar **B** Write sentences using the prompts.

- 1 I / write / a report at the moment
- 2 We / not have / a meeting right now
- 3 She / meet / a new client at the moment
- 4 I / make / a phone call at the moment
- 5 We / not prepare for / a meeting right now
- 6 I / wait for / an email right now
- 7 He / not write / a report at the moment
- 8 They / visit / a new supplier now

I'm writing a report at the moment.

UNIT 5 > Office day to day

Lesson 5.2 Are you free at two?

Vocabulary A Choose the correct word.

- 1 I'm busy. Can we *arrange* / *postpone* the meeting to next week?
- 2 Our customers love our product *quality* / *launch*.
- 3 I want to *cancel* / *arrange* a meeting with a client. Can you call them to see when they're free?
- 4 Can you come to the product *range* / *launch* tomorrow?
- 5 The client *cancelled* / *arranged* the meeting. He'll call when he's free for a new meeting.
- 6 We have a big product *specification* / *range*.
- 7 They *postpone* / *have* a team meeting every week.
- 8 We changed the product *launch* / *specifications* last month.

Functional language B Put the words in the correct order.

- 1 we / morning / can / do / Monday / ?

- 2 me / let / check / just

- 3 on / sorry, / busy / Wednesday / I'm

- 4 are / free / you / Thursday / on / ?

- 5 Friday / I'm / on / free / morning

- 6 then / I'll / you / see

- 7 arrange / can / meeting / we / a / ?

- 8 I / do / afternoon / Tuesday / can't

UNIT 5 ➤ **Office day to day****Lesson 5.3** **Can we meet to discuss ... ?**

Communicative grammar **A** Write sentences using the prompts.

1 he / not meet clients / tomorrow

2 I / work from home / next week

3 we / visit a client / tomorrow?

4 she / not work / next week

5 they / have a meeting / on Monday?

6 you / give a presentation / next month

UNIT 5 > Office day to day

Lesson 5.4 Can I ask a favour?

Speaking A Choose the correct word.

A: Sorry, can I ask a ¹help / favour?

B: Yes, go on.

A: I need the sales numbers for last year but I don't have them. ²Can / Do you help me?

B: Yes, ³please / sure. I'll email them to you.

A: Thanks. That would be ⁴fine / great.

B Complete the dialogue using the prompts in brackets.

A: Josh, ¹_____ (can / I ask / you / some help), please?

B: Of course. ²_____ (that / no problem). What do you need?

A: I can't find the sales report. Do you know where it is?

B: ³_____ (really sorry / I not know). ⁴_____ (why / you not ask / Anna)?

A: OK. Thanks anyway. I'll do that.

C Complete the dialogue with the words and phrases in the box. There is one extra word/phrase.

help sorry great need no problem yes please

A: Do you need some ¹_____, Gabriel?

B: Oh, ²_____. I need to take these boxes to reception.

A: That's ³_____. Let me take that big one.

B: Thanks a lot. That would be ⁴_____.

A: You're welcome. Do you ⁵_____ some help with the other boxes?

B: No thanks. I'll be OK. The others are small.