

UNIT 3 > What? When? Where?

Lesson 3.1 We're very busy in December

Communicative grammar

A Write questions and answers with *can* and *can't*.

- 1 we / go on holiday / in September? Can we go on holiday in September?
No / you / it's busy No, you can't. It's busy.
- 2 I / take a day off / on Monday? _____
No / you / there's a meeting with the CEO _____
- 3 you / meet clients / in your office? _____
Yes / I / we have ten meeting rooms _____
- 4 they / drive? _____
No / they / they come to work by bus _____
- 5 you / speak / other languages? _____
Yes / we / we speak German and French _____
- 6 we start work / at 10 a.m.? _____
Yes / you / but you not start / at 10.30 a.m. _____

B Look at the clocks and complete the times.

1 twenty past ten3 

quarter _____ seven

5 

_____ past eleven

7 

_____ past _____

9 

2 

quarter past _____

4 

ten to _____

6 

_____ o'clock

8 

10 

C Complete the sentences. Use *at*, *in*, *on* and *from ... to ...*.

- 1 Our office often closes for a week _____ December.
- 2 We always close _____ New Year's Day.
- 3 I work _____ 9 a.m. _____ 5 p.m.
- 4 The project finishes _____ 2030.
- 5 We start work _____ 8.45 a.m.
- 6 I can work flexible hours _____ summer.
- 7 Do you have a meeting _____ the afternoon?
- 8 I'm free at 10 a.m. _____ Friday.
- 9 I'm out of the office _____ Wednesday _____ Friday.
- 10 I'm free _____ Monday 18th June.



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Lesson 3.2 Requests

Vocabulary A Complete the sentences with the correct form of the numbers in brackets.

- 1 This year, Chinese New Year is on 5th February. (5)
- 2 Valentine's Day is on ____ February. (14)
- 3 World Water Day is on ____ March. (22)
- 4 ____ April is World Book Day. (23)
- 5 New Year's Day is on ____ January. (1)
- 6 ____ March is World Wildlife Day. (3)

B Work in pairs. Practise saying the sentences in Exercise A.

'This year, Chinese New Year is on the fifth of February.'

C How do we say these dates?

- 1 22/02/1945

'the twenty-second of February nineteen forty-five'

- 2 03/11/2021'

- 3 15/08/2045

- 4 07/07/2007

- 5 31/12/2078

- 6 09/01/1987

Can ... ?/Could ... ? D Complete the sentences with *can/could* and the verbs in the box.

call give have meet send

- 1 Could you send me the document again, please?
- 2 _____ the manager _____ me at 11 a.m. on my mobile?
- 3 I don't have your details. _____ you _____ me your address and phone number?
- 4 _____ he _____ me tomorrow morning at the client's office?
- 5 We are very busy this week. _____ we _____ an extra week to finish the report?

UNIT 3 ➤ What? When? Where?**Lesson 3.3 I am writing to complain ...****Communicative
grammar****A** Complete the dialogues. Use *was(n't)* or *were(n't)*.

- 1 **A:** What _____ the problem?
B: The delivery _____ late and three items _____ missing.
- 2 **A:** _____ there a problem with your last order?
B: No, there _____. All the items _____ OK.
- 3 **A:** _____ there a problem with the delivery this morning?
B: No, there _____ no problem. It _____ fine.
- 4 **A:** What _____ missing from the order?
B: Part ERY20H. We need five parts but there _____ five in the box – only four!

UNIT 3 ➤ What? When? Where?**Lesson 3.4 We have a problem****Speaking A** Complete the sentences with the phrases in the box.

are on are we with aren't finished can see the can we do to finish by
was a problem we need more

- 1 Where _____ the project?
- 2 We _____. I'm sorry.
- 3 There _____ with the report.
- 4 What _____ solve this?
- 5 We _____ solution now.
- 6 Can we _____ next week?
- 7 I think _____ time.
- 8 We _____ schedule.