

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?            | <u>Can we go on holiday in September?</u> |
|   | No / you / it's busy                          | <u>No, you can't. It's busy.</u>          |
| 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 |   | 20 | 3 |   | 45 | 5 |   | 30 | 7 |   | 15 | 9  |   | 45 |
|   | twenty past <u>ten</u>  |    |   | quarter _____ seven   |    |   | _____ past eleven   |    |   | _____ past _____   |    |    | _____   |    |
| 2 |  | 15 | 4 |  | 50 | 6 |  | 00 | 8 |  | 20 | 10 |  | 00 |
|   | quarter past _____  |    |   | ten to _____  |    |   | _____ o'clock   |    |   | _____  |    |    | _____   |    |

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

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

## UNIT 3 &gt; What? When? Where?

## 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.