

Pat: Hi, Kendo. Can you help me prepare some things for the next month?

Kendo: OK, sure. What can I help you with?

Pat: I need to visit the customer in Germany. It's important.

Kendo: _____1___?

Pat: Can you send an email to the customer? Ask them when I can visit them next week. Please do this first. _____2____.

Kendo: Right. I'll do it today.

Pat: Thanks. This next task is also important. Can you invite everyone to the next team meeting?

Kendo: Yes, I will.

Pat: But first you need to book a meeting room. After that, _____3___. Kendo: Yes, of course. Pat: And finally, can you write a short report about our new project? I have to give a presentation to our managers next month. Please do it when you have time - sometime in the next two or three weeks. **Kendo**: Sure, no problem. I can do it this week.

Pat: There's no hurry. _____5___.

Pat: I need to visit the customer in Germany. It's important.

Kendo: ____1__

Pat: Can you send an email to the customer? Ask them when I can visit them next week.

- 1. a. Thanks. That's very kind of you.
 - b. What can I do to help?
 - c. What are you looking for?
 - d. Can you give me a hand with this?

Pat: Can you send an email to the customer? Ask them when I can visit them next week. Please do this first. _____2___.

Kendo: Right. I'll do it today.

- 2. a. It's a priority and very urgent.
 - b. I can't be bothered to that.
 - c. We need to solve this issue together.
 - d. I'd like to receive an email.

Pat: But first you need to book a meeting room. After that, _____3____

Kendo: Yes, of course.

Pat: And finally, can you write a short report about our new project? I have to give a presentation to our managers next month.

- 3. a. you can call me next time
 - b. I will reserve the ticket for us
 - c. Please forward email to my boss
 - d. please send everyone an email about it.

Pat: Please do it when you have time - sometime in the next two or

three weeks. _____4____.

Kendo: Sure, no problem. I can do it this week.

- 4. a. It's high time.
 - b. It's not too urgent.
 - c. Make up for lost time.
 - d. I want it yesterday!

Kendo: Sure, no problem. I can do it this week.

Pat: There's no hurry.

- 5. a. Take your time
 - b. It's high time
 - c. Don't give up.
 - d. It's my pleasure.

Student:	Excuse me, Ms Jolie?
Teacher:	Yes, Lilly6
Student:	I'm sorry, but I can't come to class next Wednesday. I have a doctor's
	appointment.
Teacher:	OK
Student:	Is there anything to do at home?
Teacher:	First of all you need to read chapters 17, 19 and 20 in the book. There
	are also some articles and a video to watch - those are online. I'll post the
	links online in the usual place.
Student:	Chapters 17 to 20?
Teacher:	Yes,8 Chapters 17, 19 and 20.

Student: Ah, OK. Um ... is there a deadline?

Teacher: Yes, this Friday. But there's something else. I was going to give you all a practice test for the mid-term exam.

Student: Ah. All right.

Teacher: Don't worry, I can send you the practice test by email on Wednesday.

_____9____?

Student: Sure, no problem.

Teacher: And don't forget to bring a certificate from the doctor to the office.

Student: Thanks, Ms Jolie! _____10_____.

Student: Excuse me, Ms Jolie?

Teacher: Yes, Lilly. ______6____.

Student: I'm sorry, but I can't come to class next Wednesday. I have a doctor's

appointment.

6. a. How do you do?

b. Is everything okay?

c. Are you busy?

d. How can I help you?

Student: I'm sorry, but I can't come to class next Wednesday. I have a doctor's

appointment.

Teacher: OK. ______7____.

Student: Is there anything to do at home?

- 7. a. It will be successful, I'm sure.
 - b. Thanks for letting me know.
 - c. You'd better buy some drug.
 - d. You should take a little time to work.

Student: Is there anything to do at home?

Teacher: First of all ... you need to read chapters 17, 19 and 20 in the book. There are also some articles and a video to watch – those are online. I'll post the links

online in the usual place.

Student: Chapters 17 to 20?

Teacher: Yes, ______8____. Chapters 17, 19 and 20.

8. a. chapter 18 is proper.

b. accept chapter 18.

c. except chapter 18.

d. chapter 18 is not bad.

Student: Ah, OK. Um ... is there a deadline?

Teacher: Yes, this Friday. But there's something else. I was going

to give you all a practice test for the mid-term exam.

Student: Ah. All right.

Teacher: Don't worry, I can send you the practice test by email on Wednesday.

9 ?

Student: Sure, no problem.

- 9. a. How long have you read it?
 - b. What about the mid-term exam?
 - c. Are you available this Friday?
 - d. Can you send it to me before Friday?

Teacher: And don't forget to bring a certificate from the doctor to the office.

Student: Thanks, Ms Jolie! _____10_____.

Teacher: You're welcome, Lilly. Take care.

- 10. a. I'll do that.
 - b. Please do.
 - c. Go ahead.
 - d. You're welcome.

