

Unit 4 Revision and Consolidation

A. Grammar Correct the mistakes in these sentences

- a. Joachim is an engineer.
- b. He works s in the Frankfurt office.
- c. You work for IBM, do es't you?
- d. (~~Had you~~) a good journey? Did have
- e. I started ed working at this company when I left school.
- f. When joined you the company? When did you join the company?
- g. Did you went to last year's sales conference? go
- h. Anita works in After-sales – she's dealing with customers complaints.
- i. We 're develop a new model at the moment.
- j. Would you like seeing ing the factory after lunch?
- k. Are you interesting in sports? interested
- l. I play often tennis and I sometimes play golf. often play

B. What do you say? Match the function to the actual words.

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| 1. Introduce a colleague. | <u>1-c</u> | a. Can I give him a message? |
| 2. Ask for information about a product. | <u>2-h</u> | b. I'm responsible for enquiries about our product. |
| 3. Ask who someone works for. | <u>3-e</u> | c. Have you met Ms Suzuki? |
| 4. Invite someone to do something. | <u>4-g</u> | d. Do you play any sports? |
| 5. Offer to take a message. | <u>5-a</u> | e. Who do you work for? |
| 6. Say what you do? | <u>6-b</u> | f. Could I speak to someone in Accounts, please? |
| 7. Ask someone about their interests. | <u>7-d</u> | g. How about a drink after the meeting? |
| 8. Ask to speak to someone on the phone. | <u>8-f</u> | h. Could you send me some information on your filter system? |