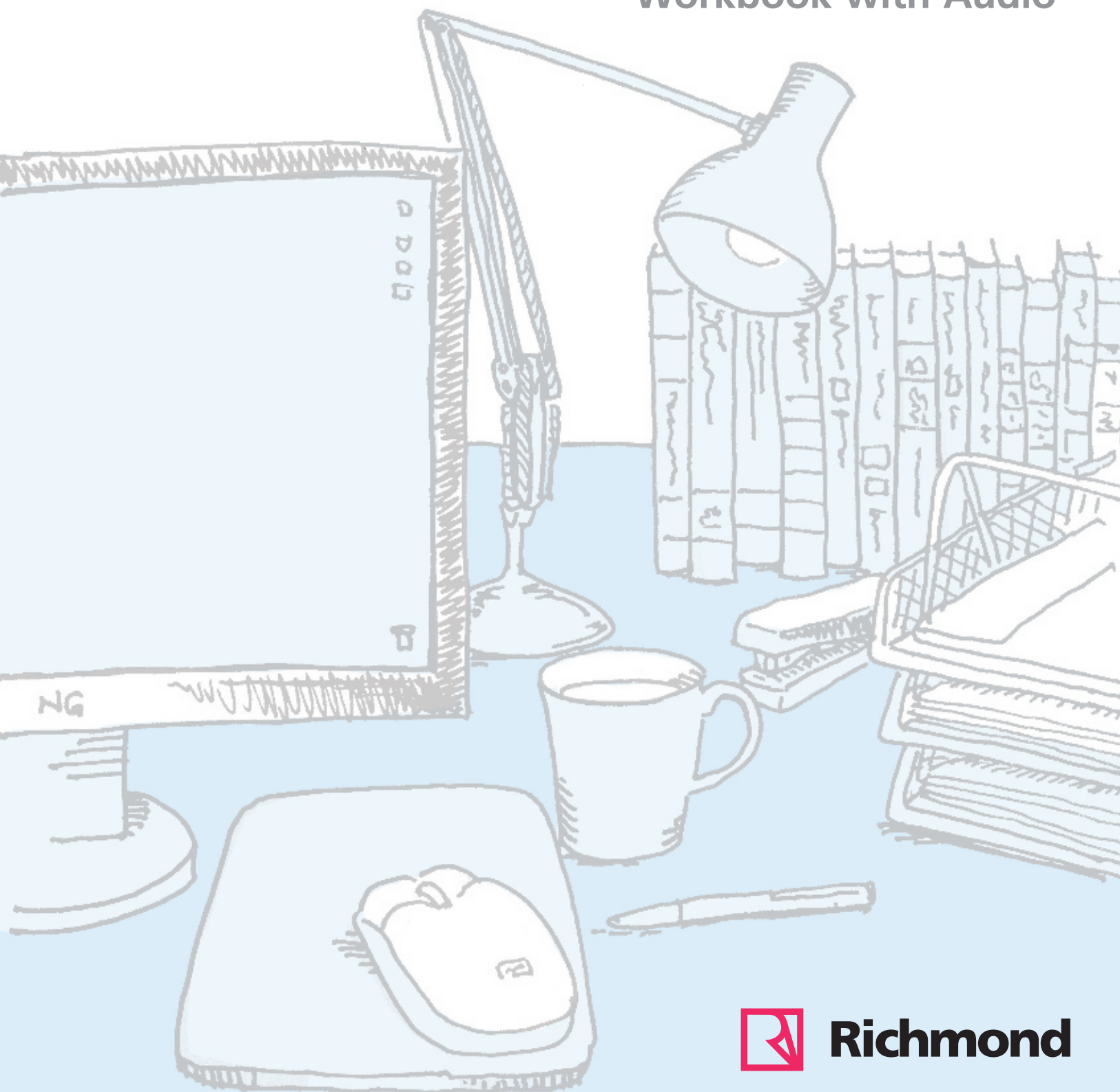


@work

Workbook with Audio



Richmond



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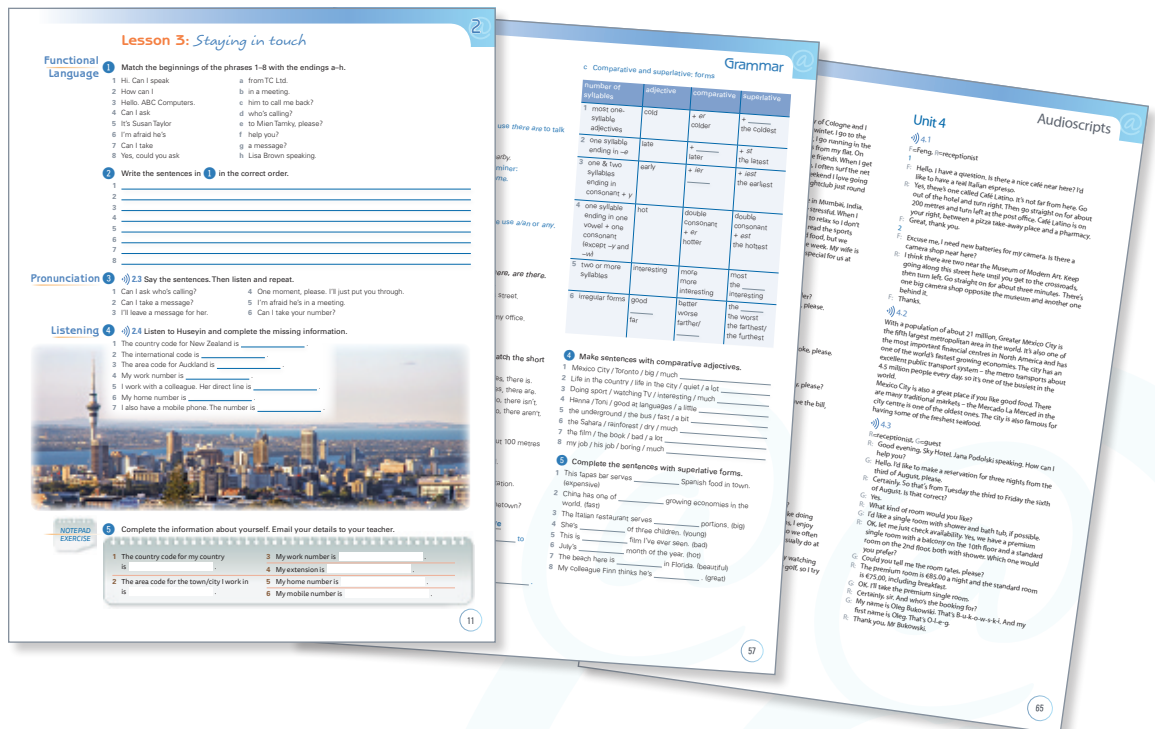
The @work Workbook can be used in the classroom or for self-study.

The Workbook is divided into 10 units, which correspond to the Student's Book. Each unit has five pages which contain:

- Exercises to review the language and key vocabulary from each lesson
- Extra listening practice
- Activities to improve pronunciation and use functional language
- Notepad exercises to make the language relevant to you
- Unit quizzes to assess your learning

To check you understand the grammar points from the Student's Book, there is also an interactive grammar section. Complete the grammar rules yourself and then practise them by doing the extra activities.

All the audioscripts from the Workbook activities are also supplied at the back of the book.



Answers to all the activities are available on the Richmond Learning Platform.

This Workbook is also available in digital format. Details can be found on the Richmond Learning Platform at: www.richmondwork.net.



1

Introductions

Lesson 1: Pleased to meet you

Listening 1 1.1 Listen to the three descriptions. Are the sentences true or false?

	True	False
1 Siri's from Holland.	<input type="checkbox"/>	<input type="checkbox"/>
2 She's not married.	<input type="checkbox"/>	<input type="checkbox"/>
3 Hani and Arwa both work at the airport in Muscat.	<input type="checkbox"/>	<input type="checkbox"/>
4 Arwa's 38 years old.	<input type="checkbox"/>	<input type="checkbox"/>
5 Daniel is Isabella's husband.	<input type="checkbox"/>	<input type="checkbox"/>
6 They both work in Caracas.	<input type="checkbox"/>	<input type="checkbox"/>

2 Listen again and complete the sentences.

- | | |
|--|--|
| 1 I'm Siri Nurmi. ... I work _____ a big car company and my job is very _____. | 4 Isabella and Daniel Gonzales are from Caracas. They're married and _____ work at a hotel ... |
| 2 I'm Hani and this is my _____ Arwa. | 5 Daniel's a hotel manager and his _____ is a receptionist. |
| 3 We're both _____ Oman. | 6 She's 24 years _____ and Daniel's 28. |

Functional Language

3 Match the questions with the answers.

- | | |
|---------------------------------|------------------------------|
| 1 Can I ask you some questions? | a I'm an engineer. |
| 2 What's your surname? | b The third of August, 1982. |
| 3 What's your nationality? | c I'm Canadian. |
| 4 What's your occupation? | d Yes, of course. |
| 5 What's your date of birth? | e My family name is Fisher. |
| 6 What's your marital status? | f I'm single. |

Grammar 4 Complete the sentences with the words in the box. You can use some of them more than once.

'm are 're 's my your his her our their

- | | |
|---|--|
| 1 I _____ a computer programmer with ABT Software and I love _____ job. | 5 My colleagues _____ from Kuwait. |
| 2 He _____ thirty years old. _____ birthday is 10 June. | 6 Where _____ you from? And what's _____ job? |
| 3 We _____ from Mumbai, India. _____ parents live in Madras. | 7 A: What _____ Karen's surname?
B: _____ surname is Miller. |
| 4 Carla is married. _____ husband is a web designer. | 8 A: What _____ are your children's names?
B: _____ names are Sara and Joe. |

NOTEPAD EXERCISE

5 Answer the questions about yourself.

- | | |
|-----------------------------|------------------------------------|
| 1 What's your name? _____ | 4 How old are you? _____ |
| 2 Where are you from? _____ | 5 What's your date of birth? _____ |
| 3 What's your job? _____ | 6 Are you married or single? _____ |

Lesson 2: Where are they from?

Vocabulary 1 Complete the sentences with the countries or nationalities in the box.

Japan / Japanese America / American France / French Spain / Spanish
Canada / Canadian Brazil / Brazilian India / Indian Germany / German

- 1 We live in Lyon. It's a city in _____.
- 2 BMW is a _____ car maker.
- 3 The Amazon is a river in _____.
- 4 I'm from Toronto. It's a city in the east of _____.
- 5 Microsoft is an _____ software company.
- 6 Haruki Murakami is a _____ writer.
- 7 I like paella. That's a _____ speciality.
- 8 Mumbai is a big city in _____.

Listening 2  1.2 Listen and answer the questions.

- 1 What's the visitor's first name?
- 2 What's his surname?
- 3 What company is he from?

Grammar 3 Complete the sentences with the correct form of *be*. Use short forms where possible.

- 1 Sony _____ a Chinese company. It's a Japanese company.
- 2 I _____ Portuguese, I'm Spanish.
- 3 I'm sorry, Mr House _____ at his desk at the moment.
- 4 We _____ here for a holiday. We live here.
- 5 Steven Spielberg _____ an English filmmaker. He _____ American.
- 6 They _____ English. They _____ Scottish.



4 Put the words in order to make questions.

- 1 are / you / from / where / ?
- 2 car company / is / a / Korean / Ford / ?
- 3 French / you / are / ?
- 4 the / Ms Green / in / today / is / office / ?
- 5 is / sales / manager / Mario / a / ?
- 6 here / for / they / holiday / a / are / ?

5 Answer the questions with a short answer.

Example: Are you an engineer? No, *I'm not*.

- 1 Are you from Dubai? Yes, _____.
- 2 Gordillo – is that a Spanish name? Yes, _____.
- 3 Is your friend Paul married? Yes, _____.
- 4 Are they here for a holiday? No, _____.
- 5 Is Lisbon a city in Portugal? Yes, _____.
- 6 Frank and Maria, are you Canadian? No, _____.

Lesson 3: Arriving and leaving

Functional Language

1 Complete the sentences with the words in the box.

again are could fine for it's next nice number
pleased safe sorry then too(x2) welcome

- 1 **A:** Hi. Good to see you _____ .
B: Nice to see you _____ , Carl.
- 2 **A:** Thank you _____ everything.
B: You're _____ .
- 3 **A:** Hello, Kim. How _____ you?
B: I'm _____ . And you?
- 4 **A:** Have a _____ journey home.
B: Thanks. You _____ .
- 5 **A:** Hello, Mr George. _____ to meet you.
B: _____ to meet you too.
- 6 **A:** My _____ is 267814.
B: _____ , I didn't get that.
A: 267814.
- 7 **A:** Bye, Kira. See you _____ week.
B: Yes, see you _____ .
- 8 **A:** _____ you spell that for me, please?
B: Yes, _____ A-F-W-a.



Pronunciation 2 1.3 Say the numbers. Then listen and repeat.

- | | | | |
|------|------|------|-------|
| 1 30 | 3 28 | 5 50 | 7 100 |
| 2 14 | 4 19 | 6 15 | 8 22 |

Listening 3 1.4 Listen and write the telephone numbers.

- 1
A: I want to phone Sandra. What's the area code for Poland?
B: It's _____ .
- 2
A: What's your extension?
B: It's _____ .
- 3
A: Sorry, Mike. I'm in a meeting. Can I call you back later?
B: Yes, sure. My mobile number is _____ .

NOTEPAD EXERCISE

4 Answer the questions about yourself.

- 1 What's your work number? _____
- 2 What's your home number? _____
- 3 What's your personal email address? _____
- 4 What's your work email address? _____
- 5 What's your company's website address? _____
- 6 What's your best friend's personal email address? _____

Lesson 4: Review

Vocabulary 1 Complete the sentences with the prepositions in the box. You can use some of them more than once.

in at for on to

- 1 Let's meet _____ my office in five minutes.
- 2 Mr Wu isn't _____ his desk at the moment.
- 3 See you all _____ 10 o'clock tomorrow.
- 4 Is that the area code _____ Japan?
- 5 I'm sorry, she's _____ a meeting now.
- 6 I look forward _____ seeing you later.
- 7 I can't find his email address _____ the Internet.

CHECK YOUR VOCABULARY!

2 Write words in the boxes to complete the sentences.

Example: Delhi is the _____ capital.

l n d i a n

- 1 He's from Brazil. He's _____ .
- 2 She has a husband, so she's _____ .
- 3 Another word for 'occupation' is _____ .
- 4 If you want to make a call to another city, you need the _____ code.
- 5 Madrid is a city in _____ .
- 6 The opposite of 'leave' is _____ .
- 7 At the hotel you need to fill in a _____ form.
- 8 The day you were born is called your date of _____ .

NOTEPAD EXERCISE

3 Design your own business card. Include the information in the box.

name of company work number your name work email address
job title the company's website address



4 Write down five words or expressions from this unit which you find most useful. Try to make sentences with each of them.

Test yourself

Choose the correct answer. For every correct answer you score one point.

- 1 Her family name is Suárez, and I think her _____ is Ana.
 - a surname
 - b first name
 - c birth name
- 2 Porto da Cruz is a _____ town.
 - a Indian
 - b Brazil
 - c Portuguese
- 3 _____ are you from?
 - a When
 - b What
 - c Where
- 4 **A:** _____ is the sales manager?
B: It's George Cunningham.
 - a Where
 - b What
 - c Who
- 5 This is Peter and this is his _____ Ana.
 - a husband
 - b wife
 - c children
- 6 My husband and I are designers. _____ hometown is Valencia.
 - a Her
 - b Our
 - c Your
- 7 This is _____ colleague Jemima. We work together in sales.
 - a my
 - b their
 - c her
- 8 This is a photo of my children. _____ names are Nadia and Kamal.
 - a His
 - b Our
 - c Their
- 9 Hanssen, is that an _____ name?
 - a German
 - b English
 - c British
- 10 **A:** Is Cindy happy with her new job?
B: _____
 - a Yes, she is.
 - b No, I'm not.
 - c Yes, they are.
- 11 I'm sorry, she _____ at her desk at the moment.
 - a is
 - b are
 - c isn't
- 12 Hello Arwa, _____ to meet you.
 - a pleased
 - b please
 - c fine
- 13 **A:** I'm Selma Zeb.
B: Sorry, I didn't _____ that.
 - a see
 - b listen
 - c get
- 14 **A:** How are you?
B: _____
 - a Thank you, I'm fine.
 - b I'm fine, thanks.
 - c And you?
- 15 Could you _____ that again, please?
 - a say
 - b speak
 - c tell
- 16 **A:** Thank you very much for everything.
B: _____
 - a Please.
 - b You're welcome.
 - c Don't say it.
- 17 _____ everyone, and welcome to the conference.
 - a How are you
 - b Safe journey
 - c Good morning
- 18 **A:** Can I see your tickets and passport, please?
B: _____
 - a Here it is.
 - b There they are.
 - c Here they are.
- 19 I'll give you my _____ card. My email address and phone number are on there.
 - a conference
 - b business
 - c visitor
- 20 My email address is Maria _____ Peters at abc _____ com.
 - a dot
 - b point
 - c full stop

Score: / 20 points