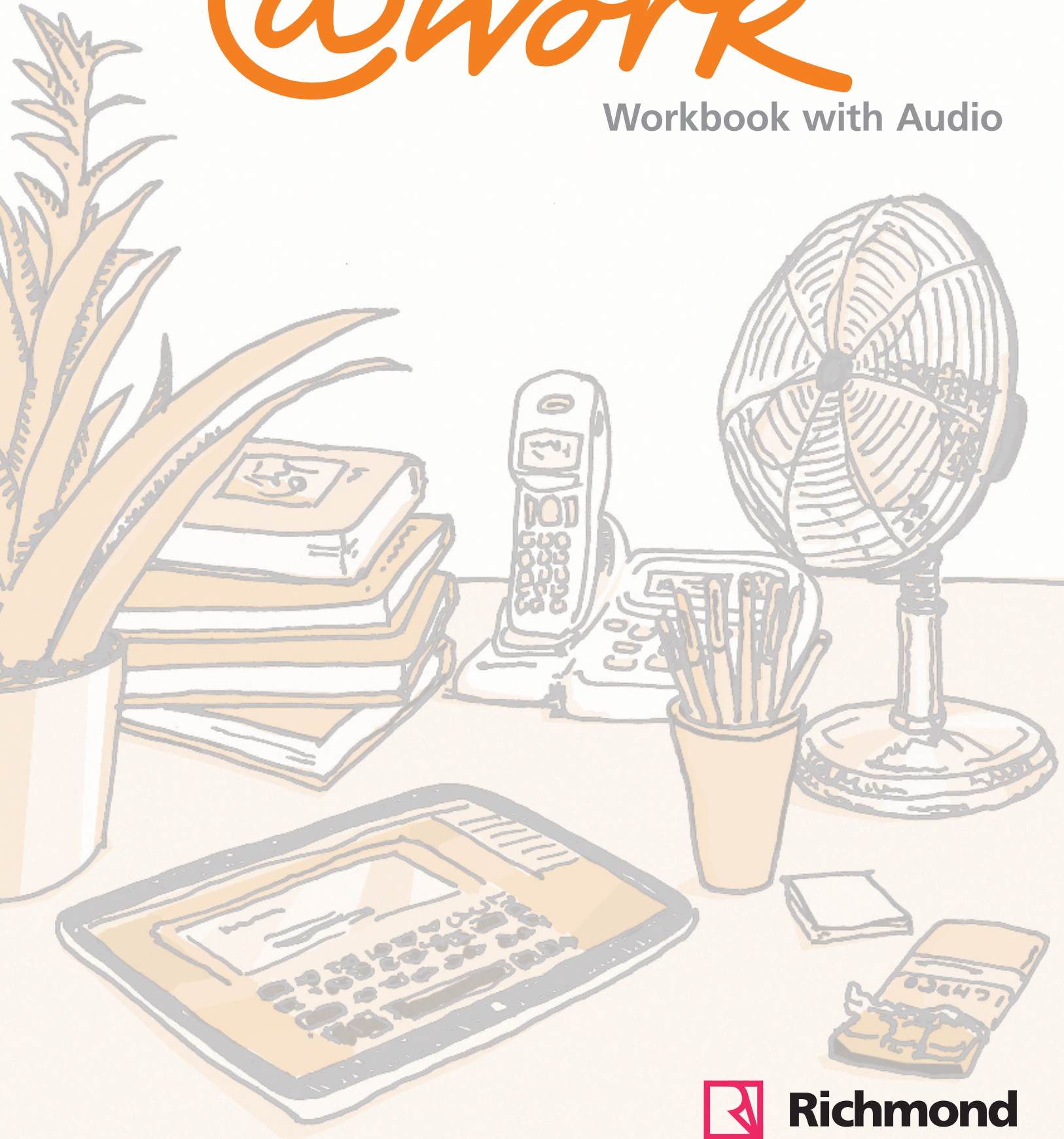


# @work

Workbook with Audio





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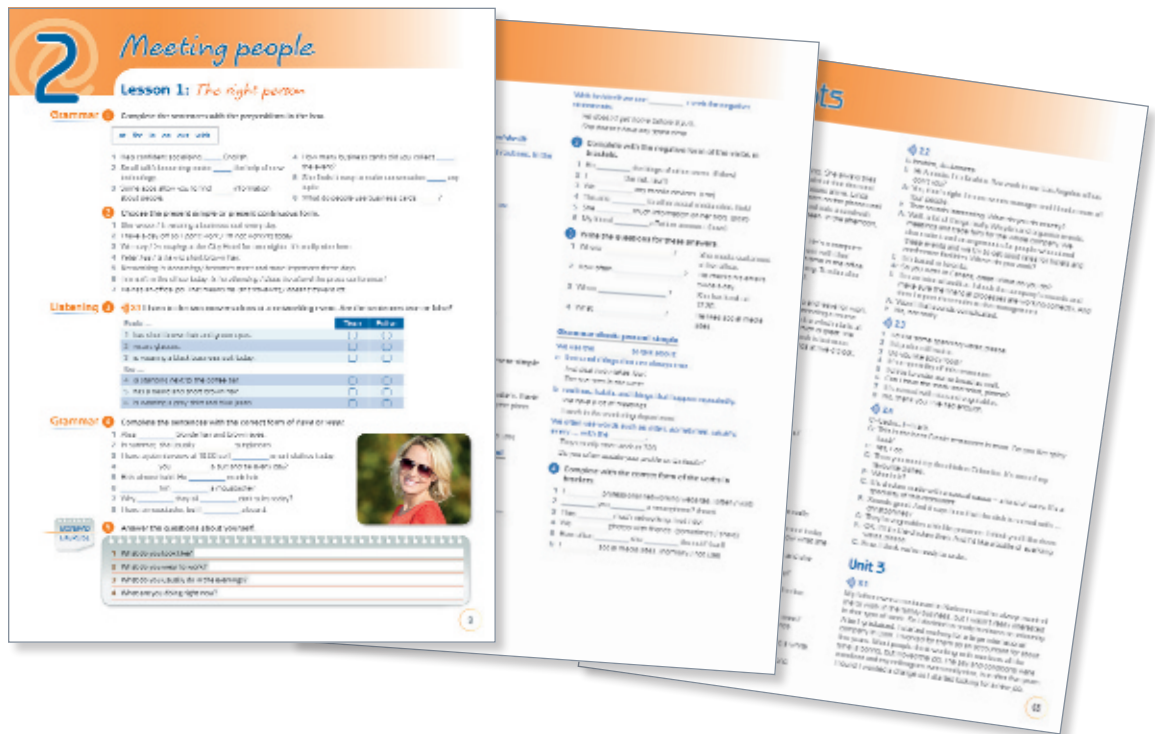
The @work Workbook can be used in the classroom or for self-study.

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](http://www.richmondwork.net).



# 1

# Time

## Lesson 1: Time in your life

**Listening 1**  1.1 Listen to the information about Linda and Huseyin. Are the sentences true or false?

	True	False
1 Linda likes the early morning.	<input type="checkbox"/>	<input type="checkbox"/>
2 She usually checks her emails when she arrives at the office.	<input type="checkbox"/>	<input type="checkbox"/>
3 She normally has lunch in the canteen.	<input type="checkbox"/>	<input type="checkbox"/>
4 Huseyin travels a lot.	<input type="checkbox"/>	<input type="checkbox"/>
5 He's a computer salesman.	<input type="checkbox"/>	<input type="checkbox"/>
6 He usually gets home after 8.30 in the evening.	<input type="checkbox"/>	<input type="checkbox"/>

**2** Listen again and complete the sentences.

- |   |   |
|---|---|
| 1 She _____ to be in the office before 7.30 a.m.                                  | 5 In the afternoon, she _____ attend meetings.  |
| 2 Linda _____ most of her time talking to customers on the phone until lunchtime. | 6 He's a computer expert and _____ customers to help them with their software problems. |
| 3 She _____ to a snack bar and _____ a sandwich there.                            | 7 He _____ much time in the office.   |
| 4 She _____ the food in the canteen.  | 8 To relax after work, he _____ to music on his iPod.                                   |

**Grammar 3** Make sentences with the words and the correct forms of the verbs in brackets.

- |              |  |
|--------------|--|
| 1 (work)     | never / I / on Sundays                                     |
| 2 (not have) | spare time / she / any                                     |
| 3 (go)       | often / the snack bar / after work / they / to             |
| 4 (spend)    | usually / Marco / every day / with customers / three hours |
| 5 (enjoy)    | on Fridays / we / our family / with / having dinner        |
| 6 (get up)   | playing the guitar / I / early / to practise / often       |
| 7 (have)     | you / in the company restaurant / how often / lunch / ?    |
| 8 (like)     | watching TV / he / after work / ?                          |

**4** Complete the sentences with the words in the box.

always every never often once times

- I start work at 8.00 \_\_\_\_\_ day.
- My partner and I go to the cinema \_\_\_\_\_ a month.
- How \_\_\_\_\_ do you see your friends in the evenings?
- She hates meat so she \_\_\_\_\_ eats it.
- He's very punctual. He \_\_\_\_\_ arrives on time.
- Ben's extremely fit. He plays tennis three \_\_\_\_\_ a week.

NOTEPAD EXERCISE

**5** Answer the questions about yourself.

- What time do you usually get up? \_\_\_\_\_
- How often do you do sport? \_\_\_\_\_
- When do you normally finish work? \_\_\_\_\_
- How much time do you spend checking emails every day? \_\_\_\_\_

## Lesson 2: What are you doing at the moment?

**Vocabulary 1** Complete the sentences with the words in the box.

characters contacts create devices location media microblogging share

- 1 Tumblr is a \_\_\_\_\_ platform which users can post multimedia content on.
- 2 Foursquare is a website for mobile \_\_\_\_\_ such as smartphones.
- 3 Many people use Facebook to \_\_\_\_\_ messages or photos with their friends.
- 4 Texts on Twitter can't be more than 140 \_\_\_\_\_ long.
- 5 On Foursquare, users can 'check in' to a \_\_\_\_\_.
- 6 LinkedIn is used to find \_\_\_\_\_ who will help in your job or career.
- 7 Facebook was the first social \_\_\_\_\_ site to become popular.
- 8 To join this site, you \_\_\_\_\_ a personal profile.



**Grammar 2** Choose the correct preposition.

- 1 Users can share photos and information *with / about / by* friends.
- 2 With Tumblr you can follow the blogs *by / of / with* other users.
- 3 It's also possible to share information *to / after / about* events.
- 4 This site links *for / on / to* all the other social media sites.
- 5 Twitter lets users post information *on / in / at* small texts.
- 6 Many companies now have a profile *in / at / on* Facebook.
- 7 LinkedIn is a useful site *of / for / about* professional networking.
- 8 You can tell your friends where you are *from / by / at* your mobile phone.

**3** Put the words in order to make sentences.

- 1 working / the / I'm / today / office / not / in
- 2 with friends / staying / at the moment / I'm / in London
- 3 are / interesting / working / they / an / project / on / ?
- 4 Facebook / which / posting / she / is / photo / on / ?
- 5 just / I'm / some / documents / editing / important
- 6 updating / we / Facebook page / our / aren't / today

**4** Complete the sentences with the verbs in brackets in the present continuous.


- 1 Twitter \_\_\_\_\_ the way people communicate with each other. (change)
- 2 My colleagues \_\_\_\_\_ to the conference by train. (not travel)
- 3 Companies can inform customers about products they \_\_\_\_\_. (sell)
- 4 My company \_\_\_\_\_ new apps for mobile devices. (develop)
- 5 What kind of software \_\_\_\_\_ you \_\_\_\_\_ for this project? (use)
- 6 I always tell my friend if something exciting \_\_\_\_\_. (happen)

**NOTEPAD  
EXERCISE**

**5** Answer the questions about what you are doing at the moment.

- 1 What are you working on at the moment? \_\_\_\_\_
- 2 What are you reading? \_\_\_\_\_
- 3 What information are you posting online today? \_\_\_\_\_
- 4 Who are you following on Twitter? \_\_\_\_\_
- 5 What clothes are you wearing right now? \_\_\_\_\_

## Lesson 3: *Is that the time?*

**Vocabulary** 1  **1.2** Listen to José and write the times as he says them. Use words, not numbers.

**Example:** He usually gets up at *half past six*.

- 1 He leaves for work at \_\_\_\_\_.
- 2 His course starts \_\_\_\_\_.
- 3 His coffee break is at \_\_\_\_\_.
- 4 His lunch break is between \_\_\_\_\_.
- 5 The course ends at \_\_\_\_\_.
- 6 He gets home at about \_\_\_\_\_.

**2** Write the times from **1** in numbers.

**Example:** half past six = **6.30**

- |         |                   |
|---------|-------------------|
| 1 _____ | 4 _____ and _____ |
| 2 _____ | 5 _____           |
| 3 _____ | 6 _____           |


### Functional Language

**3** Match the beginnings of the phrases 1–8 with the endings a–h.

- |                          |                       |
|--------------------------|-----------------------|
| 1 How are                | a nice meeting you.   |
| 2 It's such              | b isn't it?           |
| 3 Can you tell me        | c a lovely day today! |
| 4 It's horrible weather, | d again soon!         |
| 5 Well, it was           | e news!               |
| 6 That's great           | f things with you?    |
| 7 See you                | g time for lunch.     |
| 8 It must be nearly      | h what the time is?   |

**4** Match the sentences in **3** with the descriptions a–d.

- |  |       |
|--|-------|
| a phrases used to ask for information                              | _____ |
| b phrases used to open a conversation or keep a conversation going | _____ |
| c phrases used to show interest                                    | _____ |
| d phrases used to end a conversation                               | _____ |

**Pronunciation** 5  **1.3** Say the sentences. Then listen and repeat.

- 1 Could you tell me the time, please?
- 2 It's exactly 9.50.
- 3 Does the meeting start at 3.15?
- 4 I'll take the 11.20 City bus.
- 5 My working hours are from 8.30 to 4.45.
- 6 How are things with you?
- 7 Do you know what time the meeting finishes?
- 8 I didn't realise it was so late.

### NOTEPAD EXERCISE

**6** Answer the questions about yourself. Use alternative ways of writing the time where possible.

- 1 What time do you have breakfast? \_\_\_\_\_
- 2 When do you leave for work/university? \_\_\_\_\_
- 3 When do you normally have your lunch break? \_\_\_\_\_
- 4 What time do you get home after work/university? \_\_\_\_\_
- 5 When do you normally go to bed? \_\_\_\_\_

## Lesson 4: Review

**Vocabulary 1** Complete the sentences with the words in the box.

adults business classes experience interpreting preparation programme teachers

Our English school is based in Donegal, Ireland, and offers a variety of English courses for \_\_\_\_\_<sup>1</sup> and children. Courses include general English, \_\_\_\_\_<sup>2</sup> English and exam \_\_\_\_\_<sup>3</sup>. We also provide other language services including translation and \_\_\_\_\_<sup>4</sup>. To help you improve your English quickly our \_\_\_\_\_<sup>5</sup> have a maximum of 6 students and all our \_\_\_\_\_<sup>6</sup> have professional qualifications and at least two years' teaching \_\_\_\_\_<sup>7</sup>. Our summer \_\_\_\_\_<sup>8</sup> for junior students includes morning English lessons and fun afternoon activities and excursions.

**Learning English in beautiful Ireland**

**2** Choose the correct word.

- |   |   |
|---|---|
| 1 He wants to <i>expand</i> / <i>exchange</i> his morning classes with a colleague. | 4 We <i>make</i> / <i>run</i> evening classes.                                      |
| 2 I have a 90-minute <i>journey</i> / <i>travel</i> to work every day.              | 5 When I come home after a long day, I'm always <i>excited</i> / <i>exhausted</i> . |
| 3 If I can't reduce my working hours, I'll have to <i>design</i> / <i>resign</i> .  | 6 They often have <i>lectures</i> / <i>lecturers</i> in the morning.                |

CHECK YOUR VOCABULARY!

**3** Write words in the boxes to complete the sentences.

**Example:** I try to sleep at least eight hours per \_\_\_\_\_.

- I'm busy in the morning and the evening, so I can only meet you in the \_\_\_\_\_.
- Smoking is a bad \_\_\_\_\_.
- I'm writing a \_\_\_\_\_ on the internet so everyone can read about my trip to Australia.
- You can't use the meeting room now because there's a conference in \_\_\_\_\_.
- If you change or correct documents to improve them, you \_\_\_\_\_ them.
- Many people \_\_\_\_\_ their friends on Twitter.
- Speaking about things like the weather or sport, is called making \_\_\_\_\_ talk.
- Politics is not a safe \_\_\_\_\_ of conversation in many cultures.
- There are some problems with my presentation. I'm sure I can \_\_\_\_\_ it.
- Everybody wants to go to that new restaurant, it's really \_\_\_\_\_.

n i g h t

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTEPAD EXERCISE

**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 He \_\_\_\_\_ to the gym in the evening.  
**a** goes usually  
**b** usually goes  
**c** does usually go
- 2 They \_\_\_\_\_ have problems with their computer system. It always works very well.  
**a** rarely  
**b** always  
**c** often
- 3 How often \_\_\_\_\_ your parents?  
**a** you see  
**b** see you  
**c** do you see
- 4 \_\_\_\_\_ a biography of my favourite film director at the moment.  
**a** I'm reading  
**b** I read  
**c** I don't read
- 5 \_\_\_\_\_ her emails first thing in the morning.  
**a** She's checking  
**b** She checks  
**c** She isn't checking
- 6 Tweets are always about \_\_\_\_\_ now.  
**a** what happens  
**b** what doesn't happen  
**c** what's happening
- 7 **A:** What time do you want to meet?  
**B:** half \_\_\_\_\_ five is best for me.  
**a** thirty  
**b** to  
**c** past
- 8 It's 11.15. Which of the answers is correct? \_\_\_\_\_  
**a** Quarter past eleven  
**b** Eleven past fifteen  
**c** Quarter to eleven
- 9 In many cultures it's very important to \_\_\_\_\_ small talk.  
**a** have  
**b** make  
**c** run
- 10 \_\_\_\_\_ is informal conversation, normally about other people.  
**a** Gossip  
**b** Topic  
**c** Joke
- 11 Congratulations \_\_\_\_\_ your new job!  
**a** to **b** for **c** on
- 12 **A:** How are things with you?  
**B:** \_\_\_\_\_  
**a** Much too bad  
**b** Not too bad.  
**c** Not fine.
- 13 \_\_\_\_\_ you again soon.  
**a** See  
**b** Watch  
**c** Meet
- 14 **A:** Did you hear we're opening a new office in Japan?  
**B:** Really? That's \_\_\_\_\_ .  
**a** interesting  
**b** fine  
**c** confusing
- 15 **A:** Hi Jane. How are you?  
**B:** Great! I got \_\_\_\_\_ last week.  
**a** fired  
**b** promoted  
**c** up
- 16 My working \_\_\_\_\_ are 10.00 in the morning to 6.00 in the afternoon.  
**a** time  
**b** hour  
**c** hours
- 17 This week, I'm working the morning \_\_\_\_\_ .  
**a** shift  
**b** hours  
**c** time
- 18 A \_\_\_\_\_ is a plan showing when things will happen in the future.  
**a** journey  
**b** shift  
**c** schedule
- 19 I'm working from 8.00 in the morning to 7.00 in the evening at the moment. I'm \_\_\_\_\_ .  
**a** exhausted  
**b** excited  
**c** expecting
- 20 When you share ideas and interests with someone, you have something in \_\_\_\_\_ .  
**a** common  
**b** exchange  
**c** general

Score:  / 20 points