

# @work

Workbook with Audio



**Richmond**



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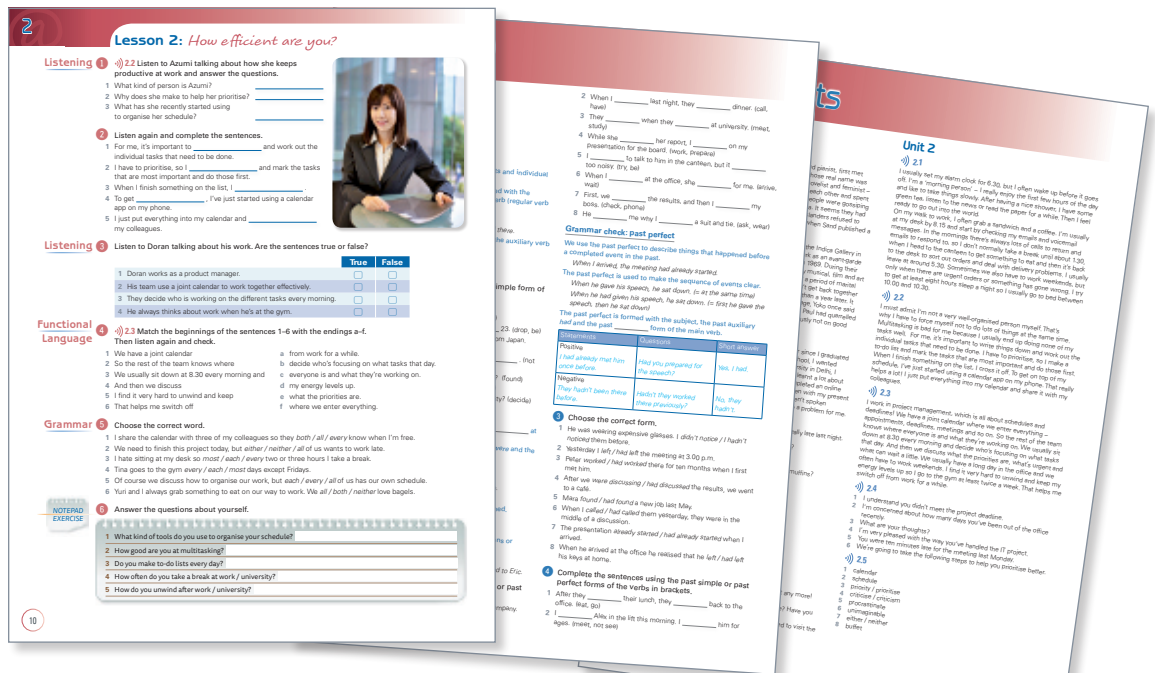
The *@work* Workbook can be used in the classroom or for self-study.

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 *@work* Learning Platform.

This Workbook is also available in digital format. Details can be found on the *@work* Learning Platform at: [www.richmondwork.net](http://www.richmondwork.net).



# 1

# People

## Lesson 1: Partners

**Listening 1** 1.1 Listen to a talk about famous couples in history. Are the sentences true or false?

	True	False
1 Frédéric Chopin met George Sand at a concert in 1846.	<input type="checkbox"/>	<input type="checkbox"/>
2 They lived in Paris for some time.	<input type="checkbox"/>	<input type="checkbox"/>
3 They separated after she published a book about their relationship.	<input type="checkbox"/>	<input type="checkbox"/>
4 Yoko Ono and John Lennon first met at an Elton John concert.	<input type="checkbox"/>	<input type="checkbox"/>
5 They worked together on many art and music projects.	<input type="checkbox"/>	<input type="checkbox"/>
6 John and Paul continued to be best friends after John had left The Beatles.	<input type="checkbox"/>	<input type="checkbox"/>

**2** Listen again and complete the summary sentences with words and phrases from the audio.

### Frédéric Chopin and George Sand

- 1 They \_\_\_\_\_ with each other and lived together in Paris.
- 2 They moved to Majorca because people were \_\_\_\_\_ about their affair.
- 3 Apparently, their relationship was quite \_\_\_\_\_.
- 4 After Sand had published a novel about their problems, they \_\_\_\_\_.

### Yoko Ono and John Lennon

- 5 While they were together, they \_\_\_\_\_ on a large number of projects.
- 6 In 1973, the couple \_\_\_\_\_ because of problems in their relationship.
- 7 For over a year they \_\_\_\_\_ and eventually met up at an Elton John concert.
- 8 When John left the Beatles, it was well known that he and Paul weren't on \_\_\_\_\_.

**Grammar 3** Choose the correct preposition.

- 1 Sandra and Jim don't get *about / on / over* with each other.
- 2 They soon bonded *by / in / over* their passion for architecture.
- 3 Mike and I have a lot *on / in / by* common.
- 4 They had an argument and now they are barely *in / by / on* speaking terms.
- 5 Leo shares my enthusiasm *for / on / over* art.
- 6 Sergey fell *in / out / off* with his friend when they argued at the party.
- 7 Sometimes it's easy to strike *off / on / up* a conversation with people you've never met.
- 8 The tensions of life on the road made *for / on / up* a stormy relationship.

**4** Complete the sentences with the correct form of the verb: past simple, past continuous or past perfect.

- 1 They \_\_\_\_\_ when they \_\_\_\_\_ at university. (meet, study)
- 2 Frank \_\_\_\_\_ never \_\_\_\_\_ with Mike until they shared an office. (quarrel)
- 3 I \_\_\_\_\_ with Sarah very well because we \_\_\_\_\_ before. (get on, meet)
- 4 We \_\_\_\_\_ friends when we \_\_\_\_\_ together in London. (become, work)
- 5 Where \_\_\_\_\_ you \_\_\_\_\_ her? (meet)
- 6 When I \_\_\_\_\_ Dana, she \_\_\_\_\_ the project. (see, not finish)

### NOTEPAD EXERCISE

**5** Complete the sentences about people in your life.

- 1 I met \_\_\_\_\_ when I \_\_\_\_\_
- 2 I don't get on well with \_\_\_\_\_ because \_\_\_\_\_
- 3 I collaborated successfully with \_\_\_\_\_ on \_\_\_\_\_
- 4 I have a lot in common with \_\_\_\_\_. We both \_\_\_\_\_




## Lesson 2: *First impressions*

**Vocabulary 1** Complete the table with the negative forms of the adjectives using the prefixes *un-*, *in-* or *dis-*.

Positive adjective	Negative adjective
1 reliable	
2 honest	
3 suitable	
4 friendly	
5 competent	
6 tidy	

**2** Match the definitions with the correct adjectives in **1**.

- 1 open and warm to other people \_\_\_\_\_
- 2 disorganised or messy \_\_\_\_\_
- 3 dependable \_\_\_\_\_
- 4 untruthful \_\_\_\_\_
- 5 capable and qualified to do something \_\_\_\_\_
- 6 not meant for a specific purpose \_\_\_\_\_

**Grammar 3**  **1.2** Choose the correct form of the verb. Then listen to the job interview and check.

- 1 As you can see from my CV, I *worked* / *'ve worked* in this sector since I graduated from university.
- 2 Even when I was a student at high school, I *wanted* / *'ve wanted* to work in public relations.
- 3 During my studies at university in Delhi, I *took* / *'ve taken* a course in professional communication, where I *learnt* / *'ve learnt* a lot about the psychology of communication.
- 4 And last year, I *completed* / *'ve completed* an online training course in social media communication.
- 5 I *was* / *'ve been* with my present employer for about five years now.
- 6 English? Well, I *didn't speak* / *haven't spoken* English at work for a while, but I don't think it would be a problem for me.



**4** Make sentences with the words and the correct form of the verbs in brackets: past simple or present perfect.

- 1 (do) recently / you / what / ?
- 2 (not be) there / any need / in my last job / for English
- 3 (join) he / the sales department / when / ?
- 4 (move) from Paris / I / to Mexico City / in 2012
- 5 (be) she / how long / her present / with / employer / ?
- 6 (come) around / we / back / the world / from travelling / just

**NOTEPAD  
EXERCISE**

**5** Answer the questions about yourself.

- 1 How long have you been at university / with your present employer? \_\_\_\_\_
- 2 When did you finish school? \_\_\_\_\_
- 3 What kinds of projects have you worked on recently? \_\_\_\_\_
- 4 How often have you spoken English this week? \_\_\_\_\_
- 5 When did you have your first job interview? \_\_\_\_\_

## Lesson 3: Making contact

### Functional Language

- 1 1.3 Listen to the six 'opening gambit' questions and complete them.
- How was \_\_\_\_\_, Susan? I heard you arrived really late last night.
  - I really like this place. Do you come \_\_\_\_\_?
  - What was the \_\_\_\_\_ in Sydney when you left?
  - So, is this your \_\_\_\_\_ to South Africa?
  - Could you \_\_\_\_\_ the water, please?
  - Let's have some dessert now. \_\_\_\_\_ these muffins?

- 2 Match the answers to the questions 1–6 in 1.

- No, it's actually my second time here. \_\_\_\_\_
- Yes, at least once a week. It's one of my favourite places. \_\_\_\_\_
- No, have you? They look delicious! \_\_\_\_\_
- Yes, of course. Here you are. \_\_\_\_\_
- Well, cold and wet. We've had a lot of rain recently. \_\_\_\_\_
- Terrible! It took us two hours to get here from the airport. \_\_\_\_\_

### Pronunciation 3 1.4 Say the phrases. Then listen and repeat.

- Whereabouts are you going?
- Do you have any idea how to get to the city centre?
- Actually, the quickest way is by metro.
- Do you fancy a drink?
- It must be quite a change for you, I'd imagine.
- What kind of films are you into?
- Excuse me. Did you hear the last announcement?
- I'm sorry the weather is so awful.

### Functional Language

- 4 1.5 Complete the conversation between Ivo and Mara with the phrases in the box. Then listen and check.

be lovely   could you   do you fancy   have you visited   it's actually   looks really   of course   you around

- Ivo:** \_\_\_\_\_<sup>1</sup> some ice-cream, Mara?
- Mara:** Hm, I have to say it \_\_\_\_\_<sup>2</sup> delicious, but I can't eat any more! \_\_\_\_\_<sup>3</sup> pass me the water, please?
- Ivo:** Yes, \_\_\_\_\_<sup>4</sup>. Here you are. So, how do you like it here? \_\_\_\_\_<sup>5</sup> Prague before?
- Mara:** No, \_\_\_\_\_<sup>6</sup> my first time here, but I've always wanted to visit the city.
- Ivo:** Great! I can show \_\_\_\_\_<sup>7</sup> tomorrow if you want.
- Mara:** Thanks. That would \_\_\_\_\_<sup>8</sup>.



### NOTEPAD EXERCISE

- 5 Imagine you are at a meeting in Rome. How would you reply to these questions?

- How was your flight? \_\_\_\_\_
- What was the weather like when you left? \_\_\_\_\_
- Do you fancy a trip to the city centre? \_\_\_\_\_
- Is this your first visit to Italy? \_\_\_\_\_

## Lesson 4: Review

**Vocabulary 1** Complete the email with the words from the box.

arrange contact details contacting responsible understand urgently need

Dear Ms Springer,

I was given your \_\_\_\_\_<sup>1</sup> by Caroline Taylor, who is one of your English trainers. My name is Carlos Greco and I am \_\_\_\_\_<sup>2</sup> for training and development at TRAVEL EASY, an online provider of travel insurance products.

I am \_\_\_\_\_<sup>3</sup> you because we have been getting more and more requests from English-speaking customers and we \_\_\_\_\_<sup>4</sup> to train our staff in English.

I \_\_\_\_\_<sup>5</sup> that your company specialises in customer care training so I wondered if you could put together a training package for us.

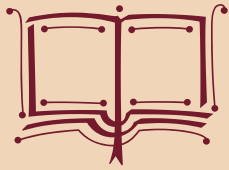
I will be in Zurich at the beginning of next week. Perhaps we could \_\_\_\_\_<sup>6</sup> a meeting to discuss further details then.

I look forward to hearing from you.

Yours sincerely,  
Carlos Greco

**2** Choose the correct word to complete the text.

The Carlssen Literature *price / prize / pride*<sup>1</sup> is awarded every year. It generates a lot of *publicity / public / publically*<sup>2</sup>. The main sponsor is Design Software Ltd, a *spicy / wealthy / scruffy*<sup>3</sup> software company. Jeff Copeland is the owner of Design Software Ltd and he is also on the *jury / level / panel*<sup>4</sup> of judges. This year there are twelve books on the *attachment / sponsorship / shortlist*<sup>5</sup>. The winning novel will be *amended / announced / attached*<sup>6</sup> on the 5th August.



Carlssen Literature

CHECK YOUR  
VOCABULARY!

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

- If something annoys you, it gets on your \_\_\_\_\_.
- When you share interests, you have something in \_\_\_\_\_.
- The verb form of the noun *argument* is \_\_\_\_\_.
- Another word for *work together* with someone is \_\_\_\_\_.
- Instead of *Would you like a drink?* you can say: 'Do you \_\_\_\_\_ a drink?'
- Literature which is normally not based on facts is called \_\_\_\_\_.
- A person who is well-liked by many people is \_\_\_\_\_.
- Another word for *late*, e.g. 'The flight was \_\_\_\_\_ for two hours'.


NOTEPAD  
EXERCISE

**4** You want to strike up a conversation with a colleague visiting from another office. Write down five questions using the prompts in brackets.

1 (first visit?) \_\_\_\_\_

2 (journey OK?) \_\_\_\_\_

3 (weather in hometown?) \_\_\_\_\_

4 (a coffee?) \_\_\_\_\_

## Test yourself

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

- 1 I \_\_\_\_ lunch in the canteen when my boss phoned with an urgent question.  
**a** had  
**b** did have  
**c** was having
- 2 They had a big argument last week and since then they \_\_\_\_ to each other.  
**a** haven't spoken  
**b** didn't speak  
**c** don't speak
- 3 I noticed that they \_\_\_\_ to the speech.  
**a** don't really listen  
**b** haven't really listened  
**c** weren't really listening
- 4 I realised that I \_\_\_\_ Andrew at the sales conference last year.  
**a** met  
**b** had met  
**c** was meeting
- 5 Tell me about someone \_\_\_\_ to meet.  
**a** always you've wanted  
**b** you've always wanted  
**c** you've wanted always
- 6 **A:** Your laptop looks pretty old. How long \_\_\_\_ it?  
**B:** I bought it about five years ago.  
**a** have you had  
**b** did you have  
**c** do you have
- 7 If you don't speak to another person, you aren't on speaking \_\_\_\_ with them.  
**a** levels  
**b** conditions  
**c** terms
- 8 Another word for *working together* with someone is \_\_\_\_ .  
**a** combining  
**b** collaborating  
**c** connecting
- 9 She had never \_\_\_\_ out with anyone in her life until recently.  
**a** fallen  
**b** fell  
**c** fall
- 10 **A:** What's Gina like?  
**B:** She's a really nice person, very warm and \_\_\_\_ .  
**a** liking  
**b** likely  
**c** likeable
- 11 He's hardworking, accurate and careful not to make any mistakes. He's very \_\_\_\_ .  
**a** confident  
**b** conscientious  
**c** crooked
- 12 *Smart and well-dressed* is the opposite of \_\_\_\_ .  
**a** capable  
**b** scruffy  
**c** confident
- 13 **A:** Is Sebastian honest?  
**B:** Oh yes. He's very \_\_\_\_ .  
**a** trustworthy  
**b** trusting  
**c** distrustful
- 14 Using software to analyse large databases is called data \_\_\_\_ .  
**a** finding  
**b** mining  
**c** collecting
- 15 When writing an email, always send extra information as \_\_\_\_ .  
**a** a copy  
**b** a file  
**c** an attachment
- 16 In formal emails, don't sign \_\_\_\_ with just your first name.  
**a** on  
**b** under  
**c** off
- 17 Use \_\_\_\_ when you start a formal email with 'Dear Mr Jones'.  
**a** Yours sincerely  
**b** Best wishes  
**c** Yours faithfully
- 18 Always \_\_\_\_ a copy of any business emails you send.  
**a** secure  
**b** save  
**c** safe
- 19 **A:** Excuse me. Did you hear what the last \_\_\_\_ said?  
**B:** Yes, I did. They said the flight to L.A. has been delayed.  
**a** statement  
**b** announcement  
**c** argument
- 20 I need to get to Cannon Street. I'm \_\_\_\_ to be in a meeting at 9.30.  
**a** supposed  
**b** planned  
**c** imagined