

Language check

1 Match each question about jobs with an appropriate answer below. Then decide how you would answer each question.

- | | |
|---|---------------------------------------|
| 1 What's your job? | ☒ b |
| 2 What does that involve? | ☐ |
| 3 How long have you been in your present job? | ☐ |
| 4 Do you enjoy your work? | ☐ |
| 5 Is there anything you don't like about your job? | ☐ |
| 6 How do you spend your time when you're not working? | ☐ |

- a I've worked here for about four years now.
 b I'm a supervisor in a logistics company called Express Move.
 c I enjoy team sports like rugby, but I don't play as regularly as I'd like.
 d Well, the role involves bureaucracy – and I'm not very keen on that!
 e Very much. My job entails a lot of different tasks – from co-ordinating drivers to liaising with suppliers – so I don't get bored.
 f I'm responsible for 13 warehouse staff and report to the site manager.

2 Complete the emails with the correct form (present simple or continuous) of the verbs in brackets.

From: samwakely@nhn.com
 To: narinderbarr@nhn.com
 subject: Can we arrange to meet?

Dear Narinder

I ^(1write) 'm writing to ask if we can meet to talk about plans for the new IT system. Everything ^(2be) _____ fine here in general. But we ^(3currently/ have) _____ problems with saving data. The developers ^(4know) _____ about the problems but can't find a solution – so we ^(5think) _____ the launch date will need to be postponed. I was going to suggest that we meet on Friday 3 June as I ^(6usually/ see) _____ Steve Barker at your office one Friday a month. But I ^(7understand) _____ that you ^(8not/ work) _____ Fridays. So how about Monday 23 May? By the way, what's it like coming back to work after maternity leave? ^(9imagine) _____ it must be difficult when the baby is so young. She ^(10look) _____ lovely in her photo. Anyway, let me know if Monday 23rd would suit you.

Regards
 Sam

Writing

You are Narinda. You cannot meet Sam on the day he suggests. Write an email (40–50 words) to Sam:

- explaining you cannot meet when proposed and giving reasons
- telling Sam when you will be free
- suggesting another time and date
- offering to arrange a meeting room.

~~Answer on page 7~~