

Unit one

Task 1.1.

1. B; 2. E; 3. F; 4. A; 5. C; 6. H; 7. I; 8. J; 9. G; 10. D.

Task 1.2.

1. does Hans come; 2. are you doing; 3. Has anyone seen; 4. Did you stay; 5. Did you go.

Task 1.3.

Asking for information:

Can I help you, sir?

Do you sell rail tickets?

Can you tell me when you are travelling?

Why is that?

What time is the next train after half past nine?

Persuading:

Couldn't you take the one just after half past nine, sir?

Suggesting:

Would you like a brochure with timetables?

Complaining:

Why can't I pay by credit card?

Confirming:

You mean what day?

Ah, it's cheaper...isn't it?

Can I?

Requesting:

Could I have a return ticket ...?

Can I have 3 then, please?

Expressing surprise:

Can I?

Cash only?

Task 1.4.

How did you get there?

What was the food like?

What was the weather like?

Where did you stay?

Did you enjoy it?

Have you seen anything interesting?

Who did you go with?

Did you take much luggage?

Where did you go?

What were you doing there?

How much did you spend?

How long did you stay?

Unit two

Task 2.1.

1.genuine; 2. enhance; 3. consign; 4. achievements; 5. meddling;

6. resentment; 7. emphasis; 8. mutual; 9. eventually; 10. reasoning.

Task 2.4.

1. may; 2. must; 3. could have; 4. couldn't; 5. can't; 6. must; 7. can.

Task 2.5. (possible answers)

1. Can I use your phone, please?

2. Could I borrow your stapler?

3. May I sit down?

4. May I join you?

5. Can I have a look at your notes?

Task 2.6.

1. must; 2. can't; 3. must; 4. might; 5. can't; 6. might; 7. must.

Task 2.7.

1. can; 2. may; 3. may; 4. can; 5. can; 6. can; 7. can; 8. might; 9. may; 10. may.

Unit three

Task 3.2. (possible answers)

1. a sales person: good worker, solid, patient, responsible, out-going.

2. a manager: solid, responsible, patient, conscientious, determined.

3. an HR director: well-balanced, determined, objective, patient.

4. a marketing advisor: imaginative, out-going.

5. an accountant: patient, good worker, conscientious, responsible.

Task 3.3.

1. big-headed; 2. immature; 3. intelligent; 4. moody; 5. sympathetic;

6. ambitious; 7. obstinate; 8. strict.

Task 3.5.

1. Blue colour makes you calmer in nervous situations.
2. She/he is worried about additives and dyes in food.
3. Her advice is to avoid the artificial dyes and additives.
4. Because it makes people want to steal things.
5. In restaurants because it makes people eat up fast , and leave.
6. It makes people feel lethargic, and relaxed.
7. Because it gives the impression that the car in front is much further than it really is.
8. Yellow.