

Unit 7

Unit 7 Extra practice: Key

- 1** 2 designer
3 assistant
4 engineer
5 programmer
6 representative
7 manager
- 2** Words to be circled:
STUDIO – SKILLED – PHOTOCOPIER – SPACIOUS –
FACTORY – MEETING – OFFICE – CREATIVE
- 3** 2–5 business / someone a favour / well at school /
work
6–10 a mistake / breakfast / money / your bed /
a decision
- 4** 2 training
3 holiday
4 pension
5 colleagues
6 salary
7 teamwork
- 5** 2 highly-qualified
3 long hours
4 current
5 ambitious
6 promotion
7 hard-working

Unit 7 Revision: Key

- 1** 2 on
3 next
4 in
5 under
6 into
7 outside
- 2** 2 in
3 through
4 in
5 into
6 down
- 3** 2 Have ... applied
3 have spoken / 've spoken
4 have ... studied
5 hasn't made / has not made
6 have been
7 Has ... left
- 4** 2–4 26th August / I was born / June
5–8 a long time / days / several weeks / three years
- 5** 2 did you sign
3 hasn't repaired / has not repaired
4 Has he worked
5 joined
6 has designed
- 6** 2 b
3 b

- 4 a
5 b
6 c

Unit 7 Extension: Key

Sample response:

- Student A: Can you tell me the applicant's name, please?
Student B: His name is John Addley.
Student A: What about his date of birth?
Student B: He was born on 6 May 1988.
Student A: What's his address, please?
Student B: It's 10a Manor Street, Chorley, Lancashire.
Student A: What about his education?
Student B: He's got a BA in Office Management from the University of Leicester.
Student A: What about his present job?
Student B: He's worked as a manager at Ashton Advertising since 2006.
Student A: What do his duties include?
Student B: They include management of office staff, organising meetings and giving presentations.
Student A: What is his past work experience?
Student B: From 2002 until 2006 he worked as an assistant manager at Kappa Insurance.
Student A: Has he got any skills?
Student B: He speaks English and German. He knows Word and PowerPoint. He's a good organiser.
Student A: What about his interests?
Student B: He enjoys rugby and going to the cinema.
Student A: Has he got any references?
Student B: Yes – James Wells, the managing director of Kappa Insurance.
- Student B: What's the applicant's name?
Student A: Her name is Lisa Robinson.
Student B: Can you tell me her date of birth, please?
Student A: Her date of birth is 22 November 1986.
Student B: What's her address?
Student A: She lives at 3 Brook Street, Dover, Kent.
Student B: What about her education?
Student A: She's got a BSc in Information Technology from the University of Derby.
Student B: What's her present job?
Student A: Since 2004 she's worked as a sales assistant at Royston's Computers.
Student B: What do her duties include?
Student A: They include serving customers, answering the phone, taking phone orders and ordering new supplies.
Student B: Has she got any past work experience?
Student A: From 2001 to 2003 she worked as a sales assistant at Deal Computers.
Student B: Has she got any skills?
Student A: She speaks French, Italian and English. She's got computer skills in Excel and Word. She's hard-working and helpful.
Student B: What about her interests?
Student A: She likes classical music and yoga.
Student B: Has she got any references?
Student A: Yes – Karl Brent, the manager at Deal Computers.