Practice file answer key

Practice file answer key

Unit 1

Working with words

Electric	erick	are:					
3.		31.	30	30	di	46	40
100	100	400	Ster.	199	Bio.	180	187

Expercise 2

- 1 Personal Assistant 2 Salten Beg-
- 3 Financial Director 4 Human Resources
- 5 Team Leader 6 Technician 7 Receptionist

Expercise 3

- 1 Harso Ogawa
- 2 Japan
- 3 Financial Director
- 4 Japanese
- 5 Isadora de Souza
- 6 Brazilian
- Rieceptionist.
- 0 Broad
- 9 Jade Boths
- 349 Security Africa.
- 11 Team Leader
- 12 South African.

Business communication

Expendition 1.

-	9	b 2	e 4	4	1			
1	2	ь т	e 4	a	3			
4	3	b 475	6.2	40	1	1	47.5	

Exercise 2:

- This is Piece.
- 2. How do you do?
- 4 Do you know Franciska?
- 5. It's good to see you again.
- 6 Hone are you?
- T. My name's
- 8 How do you do?
- 9 micre no moved you.

Exercise 3:

- 1 may make a
- 2. Nice to meet you
- 3 Die you known
- 4. How do you do 5 Nice meeting your
- 6 Have a good journey
- T mee you soon

Language at work

Exercise 1.

- 5 Dr. Jane Y.
- Aire, anen't, 'ne
- 3 Inches
- Sees to
- St. Action 6 Are, see
- 7 Are, am.
- 48 Sh., Said Y., Sai.

Exercise 2

- II Immy
- 2. heer
- 3 Year
- 4 hate
- S our 6 Checky

Exercise 3

- M. No.
- 0.00
- 3 miles
- 40 100
- 5 Own 46 acres
- 7 10
- 6 66
- 9 her 10 year

Unit 2

Working with words

Exercise 1

1 c 2 a 3 d 5 f 6 g 7 e 3 d 4 h

Exercise 2.

- Il pectultiment
- 2 real estate
- 3 financial
- 4 hospitality
- 5 ellectromics
- 6 software
- 7 audomobile
- Business communication

Exercise 1.

- 1. Can you give me a special price
- 2. I'm sorry, but we don't.
- 31 Yes, we do.
- 4 Can you confirm
- 5 Can you give me
- 6 Can you spell that?

Exercise 3

Language at work

Exercise 1.

- II Dio, export, do-
- 2 Dio, work, do
- 3 Does, sell, does
- 4 Does, provide, doesn't
- \$ Dio, employ, de-46 Dio, busy, don't

Exercise 2

- 1 produces
- semplows:
- doesn't export.
- 4 nellis
- 5 don't work
- 6 have

Exercise 3

- West-der Die west.
- 2. We imports We import.
- 3 Nokia doesn't works Nokia doesn't work
- 4. Year she do: Yes, she does.
- 5 West-E-works Yes, I do.
- 6 Max doesn't develope software: Max
- doesn't develop software.
- 7 Your company employs Does your company employ

Unit 3

Working with words

Exercise 1.

- 1 4 4
- 2 6, 8
- 3 5 1
- 4. 46, 3 5 8 8
- 6 K. h.

Exercise 2

- I bead office
- 2 sales offices
- 3 distribution centres
- 4 factories
- 5 pechnical centre-

Excercise 3:

- 4 factories
- 2 nechnical centre
- 3 sales offices 4 : head office.
- 5 distribution centres

Business communication

Discounties 1

A	100 100 100	400			
- 1	C	2	PL.	3 C	4.30
35	C	16	C.	7 8	18 18

99

BERGETTE Clare AT Jude 199

Answer Key Vocabulary Power

Harcourt School Publishers

Answer Key Vocabulary Power:

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