

Unit 1

- 1 work
- 2 charge
- 3 deals
- 4 in
- 5 as
- 6 specializes
- 7 responsible
- 8 of
- 9 in
- 10 with

- 11 is taking
- 12 need
- 13 'm emailing
- 14 understand
- 15 think
- 16 're interviewing

- 17 The phone rings all the time.
- 18 We hardly ever leave the office before seven.
- 19 I'd say I play tennis about three times a week.
- 20 There's normally a staff meeting on Mondays. /
Normally, there's a staff meeting on Mondays.

21 d 22 b 23 c 24 e 25 a

- 26 introduce
- 27 pleased
- 28 call
- 29 part
- 30 exactly

Unit 2

- 1 paternity leave
- 2 overtime
- 3 flexitime
- 4 core hours
- 5 annual leave
- 6 home-working
- 7 unpaid leave
- 8 statutory pay
- 9 full pay
- 10 additional leave

- 11 writing and checking
- 12 travelling
- 13 to continue
- 14 working
- 15 to say
- 16 to become
- 17 to be
- 18 moving
- 19 to tell
- 20 to make

- 21 number
- 22 spell
- 23 double
- 24 have
- 25 What

26 22 27 21 28 24 29 25 30 23

Unit 3

- 1 deadline
- 2 schedule
- 3 track
- 4 resources
- 5 budget
- 6 tasks
- 7 updates
- 8 objectives
- 9 catch
- 10 get

- 11 have, met
- 12 came
- 13 was
- 14 've never been
- 15 Have you ever been
- 16 did you go
- 17 went
- 18 was
- 19 've put
- 20 was

- 21 How
- 22 What
- 23 where
- 24 Is
- 25 Can

26 24 27 25 28 23 29 21 30 22

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