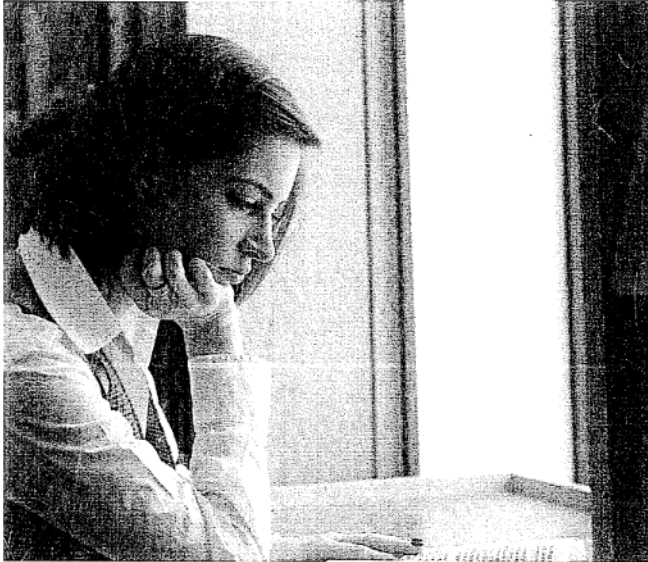


1.2 Vocabulary: Education and career

Discussion (page 12, Exercise 7)

Student B

Read Jacky's description of her education and early working life. Some of the information is missing. Ask Student A questions and exchange information to complete the description.



I wasn't a very motivated student when I was younger, so I had to (1) _____ my exams in 2000 after I failed them the year before. I'd already decided that before (2) _____ I wanted to take a gap year. I (3) _____ easily because this time I completed all the coursework and revised thoroughly. I'd already applied and successfully attended an interview at a business school, so after resitting my exams I spent (4) _____ as an assistant in a secondary school.

I spent a semester as (5) _____ at Hewlett Packard in my second year as an undergraduate, which was very rewarding. In fact, after I (6) _____ the following June, I went straight into a job at HP. I'm now writing (7) _____ for a Master's degree by correspondence, which HP encouraged me to do. I may (8) _____ to study for an MBA in a few years' time, but I need a break first.

2.4 Speaking: Telephoning

Roleplay (page 29, Exercise 7)

Student B

Call 3

You've just spent most of the morning on the phone with your company's IT department, trying without success to get them to repair your computer – the only application that works properly is Word. You receive a call from your boss. You start by answering your phone.

Call 4

You work for a computer hardware vendor. You recently set up a large new system for your customer, and you would like to show it to one of your prospects. Call your customer to arrange a visit next week. Your partner will start.

Call 5

You work in the IT department in a large manufacturing company. You are working night and day to install new security systems on all the company's sites – all other investments have been cancelled. You receive a call from a friend in Marketing. You start by answering your phone.

Call 6

You are the production supervisor in an American factory. You think it would be good for morale to celebrate your operators' birthdays with a cake. Call HR to ask for a list of dates of birth for everybody in your department. Your partner will start.