

Practice file answer key

Unit 1

Working with words

Exercise 1

- 1 a 2 g 3 d 4 c
5 e 6 b 7 h 8 f

Exercise 2

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

Exercise 3

- 1 Haruo Ogawa
- 2 Japan
- 3 Financial Director
- 4 Japanese
- 5 Isadora de Souza
- 6 Brazilian
- 7 Receptionist
- 8 Brazil
- 9 Jade Botha
- 10 South Africa
- 11 Team Leader
- 12 South African

Business communication

Exercise 1

- 1
a 3 b 2 c 4 d 1
2
a 2 b 1 c 4 d 3
3
a 3 b 4 / 5 c 2 d 1 e 4 / 5

Exercise 2

- 1 This is Pierre.
- 2 How do you do?
- 3 And you.
- 4 Do you know Franziska?
- 5 It's good to see you again.
- 6 How are you?
- 7 My name's
- 8 How do you do?
- 9 nice to meet you.

Exercise 3

- 1 my name's
- 2 Nice to meet you.
- 3 Do you know
- 4 How do you do
- 5 Nice meeting you
- 6 Have a good journey
- 7 see you soon
- 8 Bye

Language at work

Exercise 1

- 1 Is, isn't
- 2 Are, aren't, 're
- 3 Is, is
- 4 isn't
- 5 are
- 6 Are, are
- 7 Are, am
- 8 Is, isn't, 's

Exercise 2

- 1 my
- 2 her
- 3 Your
- 4 his
- 5 our
- 6 their

Exercise 3

- 1 is
- 2 am
- 3 are
- 4 my
- 5 Our
- 6 are
- 7 is
- 8 is
- 9 her
- 10 your

Unit 2

Working with words

Exercise 1

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

Exercise 2

- 1 recruitment
- 2 real estate
- 3 financial
- 4 hospitality
- 5 electronics
- 6 software
- 7 automobile

Business communication

Exercise 1

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

Exercise 2

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

Exercise 3

- 1 a 2 b 3 a 4 b 5 b

Language at work

Exercise 1

- 1 Do, export, do
- 2 Do, work, do
- 3 Does, sell, does
- 4 Does, provide, doesn't
- 5 Do, employ, do
- 6 Do, buy, don't

Exercise 2

- 1 produces
- 2 employs
- 3 doesn't export
- 4 sells
- 5 don't work
- 6 have

Exercise 3

- 1 Yes-do Do you
- 2 We import-We import
- 3 Nokia doesn't work- Nokia doesn't work.
- 4 Yes-she do- Yes, she does.
- 5 Yes-I work- Yes, I do.
- 6 Max doesn't develop software- Max doesn't develop software.
- 7 Your company employ- Does your company employ

Unit 3

Working with words

Exercise 1

- 1 c, e
2 b, k
3 i, j
4 d, l
5 a, g
6 f, h

Exercise 2

- 1 head office
- 2 sales offices
- 3 distribution centres
- 4 factories
- 5 technical centre

Exercise 3

- 1 factories
- 2 technical centre
- 3 sales offices
- 4 head office
- 5 distribution centres

Business communication

Exercise 1

- 1 C 2 R 3 C 4 R
5 C 6 C 7 R 8 R

Know Your Elements Answer Key

B Lingard



Know Your Elements Answer Key:

Unveiling the Magic of Words: A Overview of "**Know Your Elements Answer Key**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Know Your Elements Answer Key**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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