

11.1

In each sentence there is one wrong word. Find the wrong word and write the correct one on the right.

Example:

I usually work in the weekend. *at*

- 1 I never work in home.
- 2 I work on a team.
- 3 I sometimes work lonely.
- 4 I work half-time so I'm free in the afternoons.
- 5 Peter works foreign. He lives in Germany.

11.2

Choose the best word to fill each gap from the list below.

Example:

A boss B chief C manage

My name is Pawel and I work for a large manufacturing company near Krakow. I like my job because I have a very good *A* and now I have (1)..... big office. I'm very busy and sometimes I have too (2)..... to do. I have to work long (3)..... and when we design a new product we have too (4)..... meetings! I (5)..... a lot for work and often go to Germany to meet new clients. I like that and I can (6) with lots of people from different countries. It's very good for my English!

- | | | |
|---------------|-----------|-------------|
| 1 A the | B - | C a |
| 2 A many | B much | C work |
| 3 A time | B hours | C day |
| 4 A many | B a lot | C much |
| 5 A journey | B visit | C travel |
| 6 A socialise | B meeting | C introduce |

11.3

Complete the following e-mails with a word from the box.

would	dear	attached	for	thanks
see	contact	need	regards	could

..... *Dear* Maria,

(1)..... is a word document with the figures you asked for. Please (2)..... me if you have any questions.

(3).....

Peter

Peter,

Thanks (4)..... the document.

I (5)..... to speak to Julie Harte about last year's figures, but I can't find her e-mail address. (6)..... you send it to me?

(7).....

Maria

Dear Maria,

I spoke to her about it yesterday.

I (8)..... like to meet to discuss them.

Could you give me a call tomorrow?

(9)..... you.

Peter