**JOB TALK** ! **JOB TALK**

# (2)

## 1  Word quiz

Mr and Mrs Montabauer went on a business trip. Can you find out where they went? – …

1. A fax machine needs …
2. Bettina is Mrs. Menfield's assistant; she is answering the …
3. In the afternoon we're going to have a … with the sales director in Conference Room D2.
4. When you go on a business trip don't forget to take your … to write e-mails.
5. In Unit 6 we learn how to end a …
6. … in business life is more formal than in private life.
7. Could you … a fax to our supplier in Milano?

**?**

1. ☐ ☐ ☐ ☐ ☐
2. ☐ ☐ ☐ ☐ ☐
3. ☐ ☐ ☐ ☐ ☐ ☐ ☐
4. ☐ ☐ ☐ ☐ ☐ ☐
5. ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
6. ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
7. ☐ ☐ ☐ ☐

## 2  Apostrophe practice

Read the newspaper article and put in the missing apostrophes (').

### Texans Welcome Italys Famous Chef

Texas Governess Mrs Margaret Jones invited Verona, Italys Ms Benicelli to the Lone Star state for the official release of Jones lastest book "Quick Italian Meals for the Busy Woman." Benicelli assisted Jones in creating recipes and acted as the subject matter expert for the book.

"I appreciate Ms Benicellis help in making this book possible. Shes a role model for all women wishing to create magic in their kitchens while still maintaining solid careers," said Jones.

Jones family loves the meals from their mothers book. Jones daughter, Emily, 8 years old, stated, "Its fun to invite my friends over for dinner. Our favorite dish is moms secret spaghetti."

Jones and Benicellis 'secret spaghetti' can be found in "Quick Italian Meals for the Busy Woman." The book can be found in all local bookstores and on the Internet.

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(Grammar Reference: Position of apostrophes, page 57

## 3  Ending a conversation

Choose from the list of phrases below and complete each conversation. Use each phrase only once.

*Have a nice time!  •  Bye, see you tomorrow!  •
Thanks for calling!  •  Take care!  •  See you then!*

1. A: Let's meet tomorrow at 8 p.m.
   B: That sounds great. _____

2. A: Bye!
   B: _____

3. A: I'm going to Jamaica for two weeks. Bye!
   B: _____

4. *(on the phone)* A: Talk to you later.
   B: Bye. _____

5. A: See you later!
   B: Bye. _____

**English Elements**