

Intermediate

Part A

Put the words in the correct order to make questions. See the example.

Example :

work for who do you?

Who *do you work for?*

1 your is visit to Spain this first?

_____?

2 get a I you can drink?

_____?

3 in line you business what of are?

_____?

4 enjoying you the how conference are?

_____?

5 you people know here do many?

_____?

Part B

Complete sentences 6–12 using a word from the first box and then a word from the second box. Use two words more than once.

speak go put get hold	to through over back
call	up on

6 I'm sorry, it's a bad line. Can you _____ please?

- 7 Can you _____ a moment while I check?
- 8 I'd like to _____ Mr Karsli, please.
- 9 His line's free now. I'll _____ you _____.
- 10 I'm not with you. Could you _____ that again?
- 11 Could you ask him to _____ me _____ when he gets in? I have to speak to him today.
- 12 Leave your message after the tone and I'll _____ to you.

Part C

Underline the best alternatives (in *italics*) in the following conversation.

- 13 A: Hi Gill. I haven't seen you for a long time. *What do you do? / How are you? / How are you being?*
- 14 B: Fine. *And you? / Well. / How do you do?*
A: Actually I'm a bit nervous. I'm going for an interview at Infonet next week. You had an interview with them, didn't you?
B: That's right.
A: How did it go?
- 15 B: It was OK. The interview *take / taken / took* about two hours.
- 16 A: Two hours! That's *long / longer/ the longest* than any interview I've had before.
- 17 B: The *trickiest / trickiest / most tricky* question was what I thought my main weakness is.
- 18 A: Did they *had offered / offered / offer* you the job?
- 19 B: No. But the salary *weren't / wasn't / didn't was* very good anyway.

Section 2: Reading

The reading below describes interviews and research into people's working lives. Sentences 20–25 are what some of the people who were interviewed said. Match the sentences with paragraphs A, B, C or D from the reading. Write the letters on the lines.

- 20 'I'm not as busy as I was when I first started.' ____
- 21 'I like it when colleagues call me at work –sometimes it's about work but sometimes it's just to chat.' ____
- 22 'I wish I could see my family more.' ____

23 'My phone seems to ring every five minutes. I constantly have to stop what I'm doing.' ____

24 'I work much harder now than I did when I first started thirty years ago.' ____

25 'It's because I travel for my job. Sometimes I leave the house at four in the morning.' ____

A When Dr Rosemary Stewart asked 160 British managers to keep a diary of their activities for a month, she discovered the average manager had only nine 30-minute periods without interruption. Those she interviewed complained that 'there is just no time to think' and that 'it's one damn thing after another'.

B Canadian professor Dr Henry Mintzberg found that half the tasks managers perform take only nine minutes or less. Only 10% last more than an hour. Typically, executives work very fast on several things at once, and welcome any interruption to their schedule to stop and take a break.

C According to a survey published in *Wired* magazine, US executives work 25% longer hours than they did in the 1970s. Market researchers at Kellogg's discovered that 13% of them eat breakfast in the car. The most shocking study shows that the average American father spends just six minutes a day talking to his kids.

D In a recent interview for a profile of global business leaders, famous workaholic Bill Gates revealed that he can at last afford to slow down. 'There are days that I work 14 hours,' he admits, 'but most days I don't work more than 12 hours. On weekends I rarely work more than 8 hours.'