

# Business Elementary

Unit 4: Technology



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Unit 4: Grammar reference and Homework



# Working with words

## 1. Complete the sentences with words from the list.

*battery, button, password, select, contact, username, mobile*

1. You aren't in my \_\_\_\_\_ list. Can you tell me your phone number, please?
2. Your \_\_\_\_\_ for the website is the same as your email address.
3. Do you know the Wi-Fi \_\_\_\_\_ to get Internet access in the hotel room?
4. Key in the phone number and press the green \_\_\_\_\_.
5. First, \_\_\_\_\_ an account to send the money from.
6. You can use someone's phone number to send money with \_\_\_\_\_ banking.
7. A: Can I recharge my phone \_\_\_\_\_ here?
8. B: Sure, there's a power point over there.

## 2. Match 1-6 to a-f to make sentences.

- |                               |                                            |
|-------------------------------|--------------------------------------------|
| 1. You need to register _____ | a. my phone to my laptop?                  |
| 2. To begin, click _____      | b. in to my emails.                        |
| 3. I can't log _____          | c. the app to your smartphone or tablet.   |
| 4. How do I link _____        | d. on 'start'.                             |
| 5. It's easy to access _____  | e. your device to use mobile banking.      |
| 6. To start, download _____   | f. your bank account on your mobile phone. |

## 3. Cross Out one noun in *italics* which you cannot use with the verb in bold.

1. Please **key in** *your username / your order number / your device / your password*.
2. **Press** *the button / your account / 'confirm'*.
3. I can't **access** *the Internet / my username / my emails / my bank account / our website*.
4. I need to **charge** *my battery / laptop / screen / smartphone / tablet / device*.
5. I want to **send** *Wi-Fi / money / a text message / payment / an SMS*.

# Business communication

## 1. Complete the missing words in the four conversations.

### Conversation 1:

A: Can you 1. g\_\_\_\_\_ m\_\_\_\_\_ a h\_\_\_\_\_?

B: Sure.

A: I 2. d\_\_\_\_\_ k\_\_\_\_\_ h\_\_\_\_\_ t\_\_\_\_\_ put these photos onto the Cloud.  
I'm 3. \_\_\_\_\_ t\_\_\_\_\_ copy them for Tim. Can you 4. \_\_\_\_\_ h\_\_\_\_\_ m\_\_\_\_\_?

### Conversation 2:

C: Yes, 5. \_\_\_\_\_ c\_\_\_\_\_.

D: 6. H\_\_\_\_\_ d\_\_\_\_\_ I send a file to Peter?

### Conversation 3:

C: Let me see.

E: Do you 7. w\_\_\_\_\_ a h\_\_\_\_\_?

F: That 8. w\_\_\_\_\_ b\_\_\_\_\_ g\_\_\_\_\_ I don't know how to log on.

### Conversation 4:

G: I'm trying to download a document.

H: Can I 9. h\_\_\_\_\_?

G: Oh, 10. y\_\_\_\_\_, p\_\_\_\_\_.

H: Click on that icon and ...

## 2. Put the conversations in the correct order.

### A

- a. \_\_\_\_\_ Let me see ...
- b. \_\_\_\_\_ What's the problem?
- c. \_\_\_\_\_ Are you OK, Marta? Do you want a hand?
- d. \_\_\_\_\_ How do I print this document?
- e. \_\_\_\_\_ That would be good.

### B

- a. \_\_\_\_\_ Do you have a username for the website?
- b. \_\_\_\_\_ Yes, but I don't know how to enter it.
- c. \_\_\_\_\_ James, can you help me?
- d. \_\_\_\_\_ I've got a problem. I'm trying to book a flight on the Internet, but it doesn't work.
- e. \_\_\_\_\_ Click here, then key it in.
- f. \_\_\_\_\_ Sure.

## 3. Underline the correct responses in *italics*.

### 1

A: Can you give me a hand?  
B: *Yes, please. / Sure.*

### 2

A: Can I help?  
B: *Yes, of course. / Yes, please.*

### 3

A: Do you want a hand?  
B: *That would be good. / Yes, of course.*

### 4

A: Can you help me?  
B: *Yes, of course. / That would be good.*

GRAMMAR REFERENCE

Adverbs of frequency

Form

The adverb of frequency goes **before** the main verb.

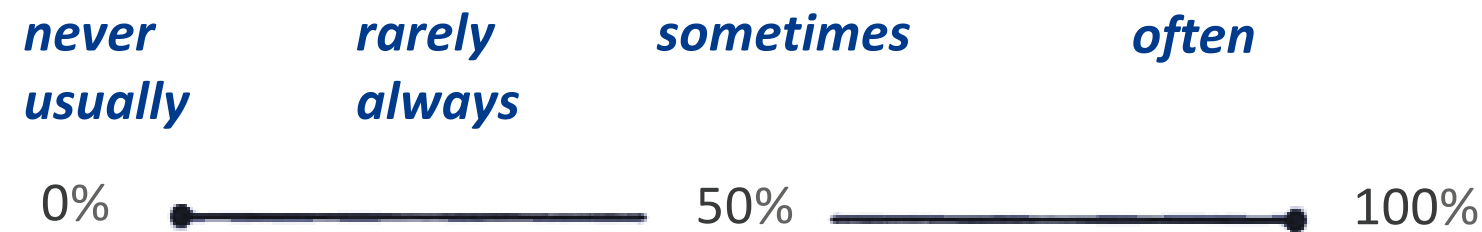
*I **never** work 7 hours a day.*  
*He **always** takes a break at 1pm for lunch*

The adverb of frequency goes **after** the verb *be*.

*I **am never** late. He*  
***is always** late.*  
*You **are sometimes** sick.*

Use

To describe how regularly someone does something.



Questions (present simple)

Form

Question word + *do/does* + subject + verb phrase.

*Who **do** you work for?*  
*What **does** she do?*  
*Where **do** they live?*

See also **Practice file 2** for other question forms in the present simple.

Meaning

To ask about:

The way /method

***How** do you travel to work? By bus / by subway / by train / by car.*

People/ a company you work for

***Who** does she work for? David.*

General information

***What** do they do? They sell mobile phones.*

Frequency

***How often** does he take a holiday? Once a year.*

A place

***Where** do you work? In Japan.*

The reason

***Why** do they like the company? It pays well!*

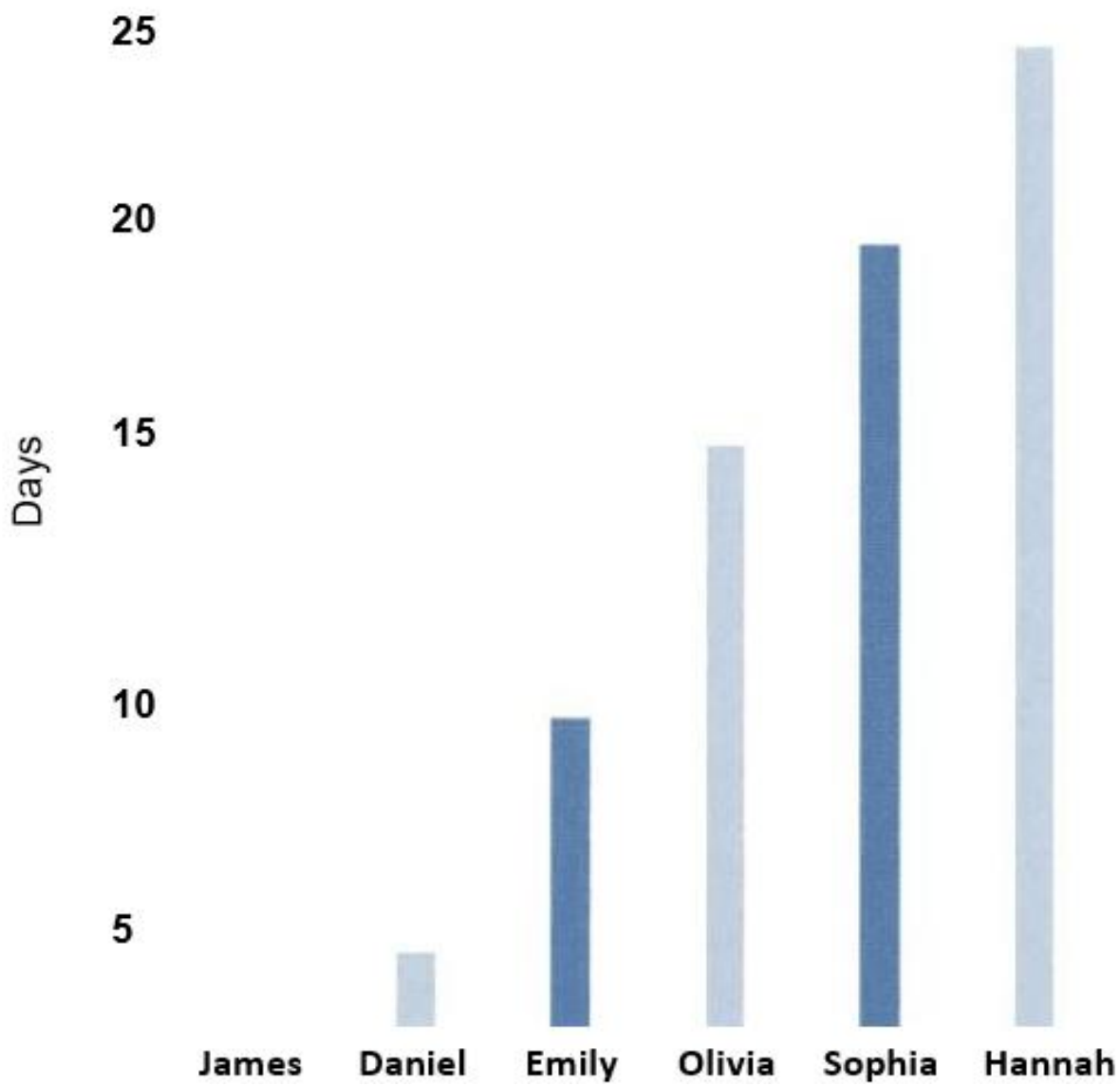
A time

***When** do we start work? At 8:00 a.m.*

1. The chart shows how many days employees were late last month. Complete the sentences using words from the list.

*sometimes - rarely - often - never - always - usually*

- 1. James is \_\_\_\_\_ late for work.
- 2. Emily is \_\_\_\_\_ late for work.
- 3. Sophia is \_\_\_\_\_ late for work.
- 4. Olivia is \_\_\_\_\_ late for work.
- 5. Hannah is \_\_\_\_\_ late for work.
- 6. Daniel is \_\_\_\_\_ late for work.



2. Put the words in *italics> in the correct order.*

- 1. *They | never | seven | days | work* \_\_\_\_\_ a week.
- 2. *We're | sick | rarely* \_\_\_\_\_.
- 3. *She | break | takes | always | a* \_\_\_\_\_ at 10:00.
- 4. *I | off | take | usually | Friday* \_\_\_\_\_.
- 5. *We | finish | work | sometimes* \_\_\_\_\_ at 16:00.
- 6. *He's | late | for | work | often* \_\_\_\_\_.

3. Match questions 1-6 to answers a-f.

- |                                             |                                              |
|---------------------------------------------|----------------------------------------------|
| 1. Where do you take a break? __            | a. I have three colleagues in my team.       |
| 2. When do you have lunch? __               | b. It's very interesting.                    |
| 3. Why do you like your job? __             | c. At 12.00                                  |
| 4. Who do you work with? __                 | d. I usually go to the canteen for a coffee. |
| 5. What does your company do? __            | e. Never, I always drive.                    |
| 6. How often do you go to work by train? __ | f. It develops software.                     |

Asking for help

- *Can you help me?*
- *Can you give me a hand?*
- *How do I ...?*
- *I don't know how to ...*

Responding to a request for help

- *Yes, of course.*
- *Sure.*

Offering help

- *Can I help?*
- *Do you want/need a hand?*

Responding to offers

- *Yes, please.*
- *That would be great.*
- *No, I'm OK, thanks.*

Responding to thanks

- *You're welcome.*

Answer Keys

Working with words

- 1.
- |             |            |
|-------------|------------|
| 1. contact  | 5. select  |
| 2. username | 6. mobile  |
| 3. password | 7. battery |
| 4. button   |            |

- 2.
- |      |      |
|------|------|
| 1. f | 4. a |
| 2. d | 5. e |
| 3. b | 6. c |

- 3.
1. your device
  2. your account
  3. my username
  4. screen
  5. Wi-Fi

Business communication

- 1.
- Conversation 1:**
1. give me a hand
  2. don't know how to
  3. trying to
  4. please help me

- Conversation 2:**
5. of course
  6. How do

- Conversation 3:**
7. want a hand
  8. would be great

Conversation 4:

9. help
10. yes, please

- 2.
- |           |           |
|-----------|-----------|
| <b>A:</b> | <b>B:</b> |
| a. 5      | a. 3      |
| b. 2      | b. 4      |
| c. 3      | c. 2      |
| d. 4      | d. 1      |
| e. 1      | e. 6      |
|           | f. 5      |

- 3.
1. Sure
  2. Yes, of course
  3. That would be good
  4. Yes, of course

Language at work

- 1.
- |                     |                    |
|---------------------|--------------------|
| 1. James: never     | 4. Olivia: usually |
| 2. Daniel: rarely   | 5. Sophia: often   |
| 3. Emily: sometimes | 6. Hannah: always  |

- 2.
1. They never work seven days a week.
  2. We're rarely sick.
  3. She always takes a break at 10:00.
  4. I usually take Friday off.
  5. We sometimes finish work at 16:00.
  6. He's often late for work.

- 3.
- |      |      |
|------|------|
| 1. d | 4. a |
| 2. c | 5. f |
| 3. b | 6. e |