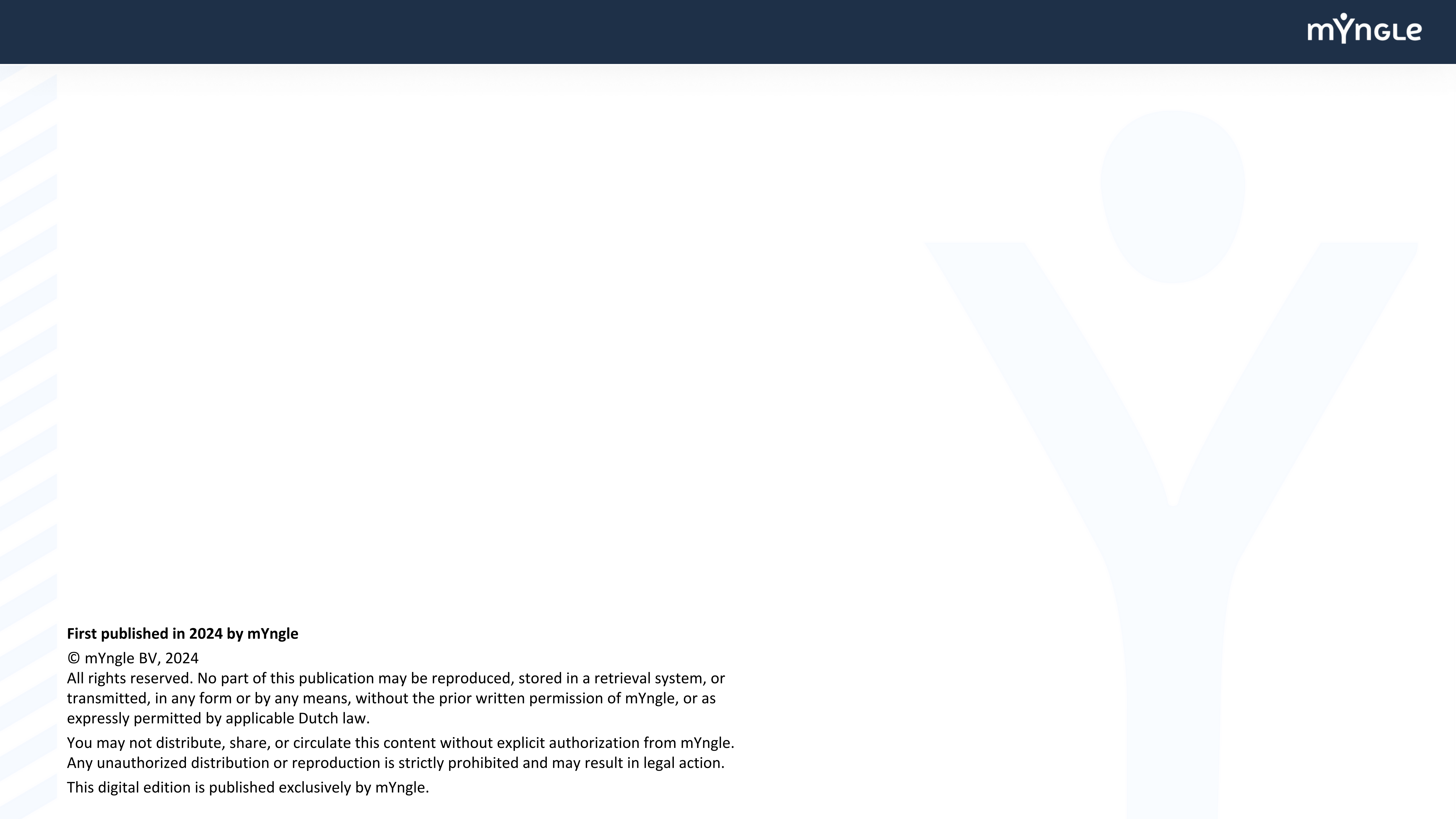


mYngle

Business Intermediate

Homework - Unit 1: Working Life



The background features a dark blue header with the mYngle logo. On the left, there is a vertical band of light blue diagonal stripes. On the right, there is a large, faint, light blue graphic of a person with arms raised, with a circle above their head, resembling a stylized 'Y' or a person celebrating.

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1. Read the following article about Working Life and decide if the statements below (1-10) are true or false.

1. Being a **good team player** means you can only work well with others and cannot work independently.
2. **Hard-working** employees are appreciated because they show commitment to their jobs.
3. Creativity is not important in the workplace; only being **analytical** matters.
4. **Easy-going** people can handle stressful situations better because they stay calm under pressure.
5. **Charismatic** leaders help create a positive and motivating work environment.
6. An **experienced** worker is usually more **confident** in making decisions.
7. Being **responsible** means taking ownership of your work and ensuring it's done well.
8. **Motivated** employees often struggle to complete challenging projects.
9. **Reliable** employees are those who are hard to trust with important tasks.
10. A successful career requires a combination of **teamwork**, **creativity**, and **motivation**.

Working Life: Qualities for Success in the Workplace

In today's working life, having the right mix of qualities and skills is essential for success. One of the most important traits in any workplace is being a good team player. In almost every job, you will need to cooperate with colleagues, managers, and clients to get tasks done efficiently. Cooperative people are often well-liked and respected because they know how to work with others to achieve common goals. At the same time, it's important to have a balance between teamwork and independence. Being independent means that you can work on tasks without needing constant guidance, which is a valuable quality in today's fast-paced work environment.

Another key trait is being hard-working. Employers appreciate people who are committed to their jobs and show a strong work ethic. If you are reliable and always meet deadlines, your employer knows they can count on you. Along with hard work, a successful employee is usually motivated. Whether you are aiming for a promotion or working on a difficult project, staying motivated helps you push through challenges.

Creativity is another quality that can set you apart in the workplace. Creative employees are often the ones who come up with new ideas and solutions to problems. On the other hand, being analytical is just as important, especially when you need to make decisions based on data or research. The combination of creative thinking and analytical skills is powerful in jobs that require both innovation and precision.

Easy-going people often thrive in stressful situations because they stay calm and handle pressure well. In a fast-paced workplace, things don't always go as planned, and an easy-going attitude can help you adapt to changes quickly. Moreover, being charismatic can be a great advantage, especially if you're in a leadership role. Charismatic leaders inspire others with their confidence and charm, helping to create a positive and motivating work environment.

It's also important to be competent and confident in your abilities. Confident employees are not afraid to share their ideas or take on new responsibilities. When you are experienced, you become more confident in your decisions and actions. However, confidence should be paired with responsibility. A responsible employee takes ownership of their work and ensures that everything is completed to a high standard.

In conclusion, being a good team player, hard-working, creative, and analytical are just a few of the qualities that can help you succeed in the workplace. Whether you are working on your own or as part of a team, being confident, reliable, and motivated are key to building a successful career.

2. Find in the text words that mean the opposite.

- a. uncooperative: _____.
- b. dependent: _____.
- c. incompetent: _____.
- d. unconfident: _____.
- e. unreliable: _____.
- f. conventional: _____.
- g. unsystematic: _____.

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3. Complete the dialogue between Denise and Sam. Use the words from the boxes.

experienced
confident
cooperative
creative

analytical
charismatic
reliable
competent

motivated
hard-working
Independent

Denise: Hi Sam, do you have a moment? I want to talk to you about a new project idea.

Sam: Sure, Denise. What's up?

Denise: Well, I've worked here for a long time, so I'm pretty 1. _____ with our clients' needs.

Sam: That's great. You're one of the most 2. _____ people on the team.

Denise: Thanks! I really enjoy being 3. _____ and working with everyone. I think it helps the team move forward more effectively.

Sam: I can tell. You're always 4. _____ and coming up with 5. _____ ideas. Plus, you're very 6. _____, which helps you handle problems on your own.

Denise: I try my best! I feel really 7. _____ to keep doing good work, especially since the team has been so supportive.

Sam: And you are such a 8. _____ person when presenting ideas to clients. I think your idea is worth exploring. You also take a very 9. _____ approach when analyzing the data.

Denise: Awesome, I'm glad you're on board! I know I can be 10. _____ to handle this project independently, but I'll also rely on the team's input.

Sam: Sounds good to me. I'm excited to hear more about it.

Denise: Great, thanks for your help, Sam.

Sam: Any time, Denise. I know I can count on you—you're always so 11. _____.

4. Fill in the blanks by transforming the word in parentheses (1-11) into the correct adjective form or its antonym.

For example: *If the team remains _____ (**motivation**), we'll be able to finish the project on time.*

*Answer: **motivated**.*

At our company, we value employees who are highly skilled and **1.** _____ (experience). For instance, Sarah is incredibly **2.** _____ (competence) in managing client relationships, which has helped us secure important contracts. On the other hand, we've noticed that some newer team members are quite **3.** _____ (experience) and need extra training to get up to speed.

Working independently is also a vital skill here. Employees who are **4.** _____ (dependence) tend to perform better without constant supervision, but unfortunately, there are a few who are still quite **5.** _____ (dependence) on their managers for guidance. We aim to improve their ability to work on their own.

Another crucial trait is being motivated. Our sales team, for example, is extremely **6.** _____ (motivation), which is why they consistently meet their targets. However, we've recently had some issues with **7.** _____ (cooperation) employees in other departments, and it's affecting teamwork.

Confidence plays a big role in success, too. Those who are **8.** _____ (confidence) in their abilities, like our marketing director, are more likely to take on leadership roles. In contrast, we've had a few instances where a lack of charisma and **9.** _____ (charisma) behavior made it difficult to lead the team effectively.

Lastly, reliability is a trait that cannot be overlooked. Our IT support team is incredibly **10.** _____ (reliability), always solving issues quickly. However, the delivery department has been somewhat **11.** _____ (reliability) lately, causing delays in client orders.

1. Read the following article about A Day in the Life at Work and then answer the comprehension questions (1-10) by choosing the correct option (a, b or c).

A Day in the Life at Work

Working life can be very different depending on the company and the role you have. For me, my job offers a great mix of varied tasks and responsibilities. It's not too dull, and each day brings something new. Although there are moments when work can be a bit routine, I appreciate the variety I get from working with different clients and colleagues.

One of the best parts of my job is the responsibility I have. I know that if I perform well, I'll have the chance for a promotion. Moving up in the company motivates me to stay focused, even when the work gets demanding. It's not always easy, especially when I have deadlines to meet, but the thought of improving my position and earning a better salary keeps me going.

I'm lucky to work with supportive and friendly colleagues. We collaborate on a lot of projects, and having a good team around me makes even the more challenging tasks easier to handle. It's also nice to share the workday with people who understand the ups and downs of the job. Sometimes work can be stressful, but a quick chat with a colleague during a break can turn a depressing day into a better one.

One thing I particularly enjoy about my job is the flexible working hours. This helps me maintain a low level of stress because I can adjust my schedule when necessary. If I need to leave early one day or start later, my manager is understanding, which makes balancing work and personal life easier. The office is also quite close to my house, so the distance from home isn't an issue. Commuting doesn't take long, which allows me to have more time for myself after work.

Although my job isn't glamorous, I find it extremely rewarding. I feel that the work I do is worthwhile and contributes to the company's success. It's also a dynamic role, which keeps things interesting. Even though there are busy times, and occasionally the work can be demanding, it's fulfilling to see the results of my efforts. I know that every day, I'm making progress and gaining experience, and that's something I'm proud of.

In the end, I believe having a job that is varied, offers responsibility, and comes with a rewarding sense of achievement is worth the occasional challenges that arise. Every job has its stressful moments, but overall, I'm happy with the work-life balance I've achieved.

1. **Why does the writer enjoy their job?**
 - a. Because the tasks are always **routine** and predictable.
 - b. Because the tasks are **varied** and different every day.
 - c. Because the tasks are highly **dull**.
2. **What motivates the writer to keep working hard despite the challenges?**
 - a. The opportunity for **promotion** and a higher **salary**.
 - b. The chance to travel and meet new people.
 - c. The ability to maintain a good work-life balance.
3. **How do the writer's colleagues help during difficult days?**
 - a. They assign more work.
 - b. They help by being friendly and supportive.
 - c. They make work more **stressful**.
4. **What makes the job less stressful for the writer?**
 - a. Having a high salary.
 - b. **Flexible working hours** and a short **distance from home**.
 - c. The tasks are not **stressful**.
5. **What does the writer think about their job?**
 - a. It's a **dynamic** and **rewarding** job, even if it's not **glamorous**.
 - b. It's too demanding and not worthwhile.
 - c. It's not very interesting and mostly **routine**.
6. **What does the word “demanding” in the text mean?**
 - a. Very easy.
 - b. Needing a lot of effort and hard work.
 - c. Relaxing.
7. **What does the word “worthwhile” mean in the context of the text?**
 - a. Something valuable and deserving of time and effort.
 - b. Something that wastes time.
 - c. Something depressing.
8. **Which of the following is true about the writer's job?**
 - a. The work is always **routine**.
 - b. The writer finds the job **rewarding** because it contributes to the company's success.
 - c. The writer finds the job **stressful** because of long working hours.
9. **How does the writer describe the nature of their tasks?**
 - a. **Challenging** but motivating.
 - b. **Dull** and repetitive.
 - c. Glamorous and easy.
10. **What does the writer think about work-life balance?**
 - a. The writer satisfied with the balance, thanks to the **flexible working hours**.
 - b. The writer struggle to find balance because of the **demanding** nature of the job.
 - c. The writer cannot balance it because the office is too far from home.

2. Read the following text and choose the most suitable option (a, b or c) for each option (1-9).

Can Money Buy Happiness?

Many people ask if money can really make you happy. A **1. a. dull / b. competitive / c. depressing** salary can help you feel safe and stable. Most people do not feel happy if they are paid too little. However, people often think that **2. a. worthwhile / b. demanding / c. glamorous** jobs, like being an actor or a CEO, are the best because they pay well. But even if the money is good, a job that is too **3. a. cooperative / b. demanding / c. independent** or boring can make you feel stressed and unhappy.

The best job is one where the work and the salary are fair for your skills and experience. People who are **4. a. reliable / b. dull / c. easy-going** and **5. a. dull / b. depressing / c. analytical** are usually good at their jobs. They solve problems well and can be trusted with important tasks. If you can work alone, it means you can work **6. a. glamorously / b. independently / c. reliably**. This is important in many jobs because sometimes you need to manage tasks without help.

If you work well with others, you are **7. a. cooperative / b. demanding / c. competitive**. This means you are a good team player and can work well in groups. Working with others is important in many jobs today.

Having a good salary allows you to enjoy an **8. a. competitive / b. worthwhile / c. easy-going** and comfortable life. But money cannot always guarantee happiness. People who find their work interesting and have a good balance between work and free time are often happier. Sometimes, people with lower salaries but less stress feel happier than those with big salaries and too much stress.

In summary, a **9. a. demanding / b. rewarding / c. glamorous** job with a fair salary can help you be happy. But happiness depends on more than money. It comes from enjoying your job and having time for yourself.

3. The conversation below is mixed up. Put the sentences in the correct order from 1 to 10. Number 1, 6, and 10 are already given to help you start, find the middle, and finish the conversation. Write the correct number in the space after each sentence.

- **Linda:** Yes, for sure. The job is rewarding, but i need holidays after this last project! ____.
- **Linda:** *Sounds good!* **10**
- **John:** True. Finding the right balance between a responsible role and a relaxing, easy-going environment is important. ____.
- **Linda:** Hi, John. It's dynamic with a lot of new projects, but very demanding too. How about yours? ____.
- **John:** *Hey, Linda, how is your job?* **1**
- **John:** my job is challenging but rewarding as well. i feel motivated, but i would like to have some holidays. ____.
- **John:** Absolutely. Let's face these challenges together and work towards a more independent yet cohesive atmosphere. ____.
- **Linda:** Sure. It's all about making the job worthwhile, isn't it? ____.
- **Linda:** *Definitely. More teamwork will make the routine work less boring and the glamorous tasks more enjoyable!* **6**
- **John:** Do you think more cooperative projects would be less stressful? ____.

Present Simple and **Present Continuous** are two basic tenses in English that are used to describe actions and situations.

Present Simple (Business Context)

1. Regular actions or habits:

- Example: "Our company **delivers** products worldwide."
- This indicates that delivering products is something the company regularly does.

2. General facts or truths:

- Example: "The CEO **attends** the weekly meeting."
- This is a routine that always happens.

3. Permanent situations:

- Example: "She **works** in the marketing department."
- This suggests that her role in the marketing department is a permanent position.

Present Continuous (Business Context)

1. Actions happening right now:

- Example: "I **am reviewing** the quarterly report."
- This means you are currently in the process of reviewing the report.

2. Temporary situations:

- Example: "He **is managing** the project until a new manager is hired."
- This suggests that managing the project is a temporary role.

3. Future plans or arrangements:

- Example: "We **are launching** a new product next month."
- This indicates that the launch is a planned future event.

Summary

- Use **Present Simple** for regular business activities, facts, and permanent roles.
- Use **Present Continuous** for current tasks, temporary roles, and planned business events.

Summary

- Use **Present Simple** for routines, general facts, and permanent situations.
- Use **Present Continuous** for actions happening now, temporary situations, and future plans.

1. Read the following application letter. Put the verbs in brackets in present simple or present continuous.

Dear Hiring Manager,

I **1.** _____ (apply) for the Sales Manager position at your company because I believe my skills match the role perfectly. Currently, I **2.** _____ (work) as a Senior Sales Executive at ABC Company, where I **3.** _____ (manage) a dedicated sales team and **4.** _____ (increase) revenue through new strategies.

In my role, I **5.** _____ (manage) the entire sales process, from the first client meeting to the final sale. I also **6.** _____ (create) detailed sales forecasts and **7.** _____ (study) market trends to make sure we stay competitive. Right now, I **8.** _____ (study) new techniques to improve our client outreach.

In addition to this, I **9.** _____ (help) maintain strong client relationships and **10.** _____ (train) new members of the sales team. I **11.** _____ (meet) regularly with clients to understand their needs and **12.** _____ (build) long-lasting relationships with them. At the moment, I **13.** _____ (work) on an important project to streamline our sales procedures.

Every day, I **14.** _____ (show) leadership by helping my team **15.** _____ (meet) their sales targets. I **16.** _____ (think) my experience **17.** _____ (suit) the Sales Manager position at your company very well. I am confident that I can make a valuable contribution to your team.

Thank you for considering my application. I **18.** _____ (look forward) to the opportunity to discuss how my skills can benefit your company.

Best regards,
Tom Hanks



2. Put the verb in brackets in the correct form: present simple or present continuous.

1. I usually _____ (*meet*) with the team on Mondays.
2. This machine _____ (*operate*) 24/7 to keep up with demand.
3. The company _____ (*increase*) its focus on sustainable practices recently.
4. Usually, I _____ (*answer*) emails first thing in the morning.
5. She _____ (*not understand*) why the system is failing today.
6. He _____ (*have experience in*) handling customer complaints efficiently.
7. Currently, she _____ (*work*) in customer relations.
8. Technically, I _____ (*work*) as a project manager.
9. Our company _____ (*launch*) a new product next month.
10. We _____ (*increase*) our sales targets every quarter.
11. He _____ (*answer*) emails from clients right now.
12. Do you _____ (*understand*) the instructions given in the meeting?
13. They _____ (*have experience in*) market research for over a decade.
14. A large part of my work _____ (*involve*) analyzing data.

3. Read some people introducing their jobs and put the verbs in the correct tense (present simple or present continuous).

TIM I 1. _____ (*work*) for a software development company. I 2. _____ (*manage*) teams and 3. _____ (*oversee*) projects to ensure they are completed on time and within budget. Currently, I 4. _____ (*coordinate*) a large project that involves developing a new banking application. My job 5. _____ (*be*) rewarding because it helps me solve complex problems and see results.

PIA She 1. _____ (*work*) in the marketing department of a large retail chain. She 2. _____ (*develop*) marketing strategies and 3. _____ (*create*) promotional materials. Right now, she 4. _____ (*work*) on a campaign for our new line of eco-friendly products. She 5. _____ (*enjoy*) her job because it challenges her to think creatively and stay ahead of market trends.

MAX I 1. _____ (*work*) at a finance company where I 2. _____ (*analyze*) stock market trends and 3. _____ (*advise*) clients on investment opportunities. I usually 4. _____ (*review*) financial reports and 5. _____ (*meet*) with clients to discuss their investment portfolios. Currently, I 6. _____ (*analyze*) a potential investment in the renewable energy sector. My job 7. _____ (*be*) interesting because it requires me to stay informed about global economic conditions.

EVA I 1. _____ (*work*) for a multinational corporation. I 2. _____ (*handle*) recruitment, training, and employee relations. At the moment, I 3. _____ (*organize*) a training session for new employees. I 4. _____ (*love*) my job because it allows me to help others develop their careers and contributes to a positive work environment.

LEO I 1. _____ (*work*) in the sales department of a technology firm. I 2. _____ (*set*) sales goals, 3. _____ (*develop*) sales strategies, and 4. _____ (*lead*) our sales team. Right now, I 5. _____ (*prepare*) for a major sales presentation for one of our biggest potential clients. I 6. _____ (*enjoy*) my job because it is fast-paced and every day 7. _____ (*bring*) a new challenge.

4. Match the jobs from the box below to each person's role from the previous exercise.

- Project Manager
- Marketing specialist
- Investment Analyst
- HR manager
- Sales Director

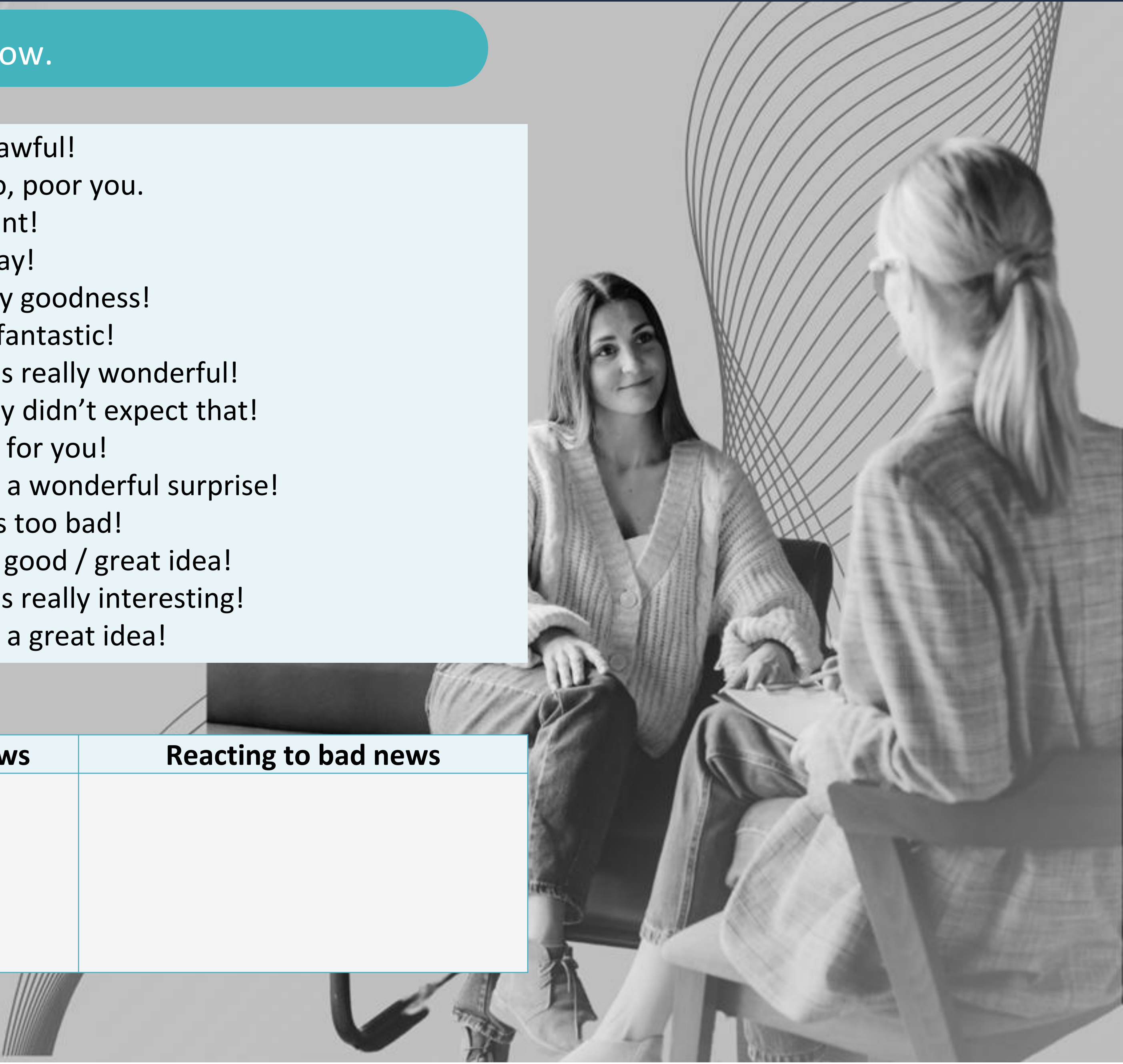
- 1. What's Tim's job?
Tim is a _____.
- 2. What's Pia's Job?
Pia is a _____.
- 3. What's Max's job?
Max is an _____.
- 4. What does Eva do?
Eva is a _____.
- 5. What does Leo do?
Leo is a _____.

1. Read the following phrases and complete the table below.

- Oh dear
- What a wonderful idea!
- That’s great!
- Really?
- Wow, that sounds amazing!
- What a pity!
- Bad luck
- That is really interesting!
- Lovely!
- What a surprise! / Wow, that’s surprising!
- You’re kidding! / You're joking!
- That’s amazing!
- I see
- How cool!

- How awful!
- Oh no, poor you.
- Brilliant!
- No way!
- Oh my goodness!
- How fantastic!
- That is really wonderful!
- I really didn’t expect that!
- Good for you!
- What a wonderful surprise!
- That’s too bad!
- It is a good / great idea!
- That is really interesting!
- What a great idea!

Reacting to good news	Reacting to surprising news	Reacting to bad news



2. Read the following situations (1-12) and decide what's the most suitable answer (a, b, c).

1. "I just got a promotion at work!"
 - a. That is really wonderful!
 - b. Oh dear!
 - c. What a surprise!
2. "Our team won the championship yesterday!"
 - a. How fantastic!
 - b. Oh no, poor you.
 - c. Really?
3. "I lost my phone in the conference."
 - a. Oh dear!
 - b. Good for you!
 - c. Wow, that sounds amazing!
4. "They're moving our office to a new city next month."
 - a. No way!
 - b. What a pity!
 - c. That's amazing!
5. "My sister is getting married next spring, so I'm taking some days off!"
 - a. What a wonderful surprise!
 - b. That's too bad!
 - c. Lovely!
6. "I finally finished writing my first book about angry customers."
 - a. Brilliant!
 - b. I see.
 - c. Oh no, poor you.
7. "The restaurant we wanted to go to after the meeting is closed today."
 - a. How awful!
 - b. That's great!
 - c. Wow, that's surprising!
8. "Our project proposal was accepted by the client!"
 - a. What a great idea!
 - b. Oh dear!
 - c. Really?
9. "I accidentally spilled coffee on my laptop, and it's not working anymore."
 - a. Oh no, poor you.
 - b. That is really interesting!
 - c. Good for you!
10. "I got tickets to see my favorite band in concert!"
 - a. That's amazing!
 - b. What a pity!
 - c. Oh dear!
11. "I'm running late for the meeting and the traffic is horrible."
 - a. Brilliant!
 - b. Oh no, poor you.
 - c. How fantastic!
12. "I've just completed my final presentation, and it went really well."
 - a. Well done!
 - b. Oh dear!
 - c. That sounds awful!

3. Below are several scenarios. Fill in the blanks with the most appropriate reaction from the list.

- Oh dear!
- What a surprise!
- That's fantastic!
- Oh no, poor you.
- Well done!
- That's amazing!
- Lovely!
- How awful!

1. I've just finished organizing the event, and everything is ready.
Reaction: _____.
2. I missed the train, and now I'm going to be late for the meeting.
Reaction: _____.
3. Our team has won the award for best performance this year!
Reaction: _____.
4. I accidentally sent an email to the wrong client, and now I have to apologize.
Reaction: _____.
5. I just received a bonus at work for completing the project early!
Reaction: _____.
6. I lost my phone while I was traveling, and now I have to buy a new one.
Reaction: _____.
7. My sister is getting married in two weeks!
Reaction: _____.
8. The restaurant we booked for dinner tonight is fully booked, and we can't get in.
Reaction: _____.

1. Read the following dialogue between Emily and James and decide if the statements (1-9) are true or false.

- 1. James works for a company called TechGlobal Solutions.
- 2. James is in charge of managing software development.
- 3. James works directly with clients and developers.
- 4. A large part of James’s work involves scheduling meetings for the technical team.
- 5. James is responsible for monitoring project timelines and budgets.
- 6. Most of James’s work consists of solving technical issues.
- 7. James looks after customer service in the USA.
- 8. James reports to the Head of Operations.
- 9. James’s role is to ensure successful project delivery and client satisfaction.

2. Find a word in the dialogue that matches the following definitions.

- 1. _____ - looks after or gives attention to tasks
- 2. _____ - leads or manages a team or department
- 3. _____ - is employed by a company or organization
- 4. _____ - made up of different parts or elements
- 5. _____ - has the job of managing specific duties
- 6. _____ - handles problems or manages tasks
- 7. _____ - focuses on one particular type of product or service

Emily: Hi, I’m Emily. Nice to meet you! What do you do?

James: Hi, Emily! I’m James. I work for TechGlobal Solutions. We’re a software company that offers IT solutions to businesses. I work as a Project Manager.

Emily: That sounds interesting. What are you in charge of?

James: I’m mainly in charge of managing client projects. I work with developers and designers to make sure everything runs smoothly.

Emily: So, do you deal directly with clients?

James: Yes, I do. I mainly deal with client communications and ensuring their needs are met. A large part of my work involves coordinating between the client and our technical team.

Emily: That’s a lot of responsibility!

James: It is! I’m also responsible for monitoring project timelines and budgets. Most of my work consists of managing project schedules and making sure deadlines are met.

Emily: Do you work with other teams, too?

James: Yes, I get involved in cross-departmental meetings to make sure all teams are on the same page. I also look after customer service for Europe and take care of any issues that come up.

Emily: Who do you report to?

James: I report to the Head of Operations. My role is to ensure successful project delivery and client satisfaction.

Emily: It sounds like you’re really busy, but it must be rewarding!

James: Absolutely! There’s never a dull moment!

3. Choose the most suitable option for each sentence.

1. She _____ customer complaints every day.
 - a. deals with
 - b. is in charge of
 - c. works for
2. Our company _____ creating green products.
 - a. takes care of
 - b. is made of
 - c. specializes in
3. I _____ making sure the office supplies are stocked.
 - a. work for
 - b. am responsible for
 - c. consist of
4. He _____ the marketing department.
 - a. works for
 - b. is in charge of
 - c. deals with
5. We _____ a big international company that has many offices.
 - a. work for
 - b. deal with
 - c. take care of
6. I _____ reporting financial results to senior management.
 - a. am responsible for
 - b. get involved in
 - c. report to
7. Our team _____ managing key client accounts.
 - a. takes care of
 - b. specializes in
 - c. consists of
8. I _____ the IT department and ensure our systems run smoothly.
 - a. work for
 - b. am responsible for
 - c. work in
9. As the HR manager, I _____ employee wellbeing and payroll.
 - a. report to
 - b. specialize in
 - c. look after
10. I _____ the CEO, so I'm involved in most executive-level decisions.
 - a. am responsible for
 - b. report to
 - c. work with



mYngle

Business Intermediate

Unit 1: Working Life

Homework – Answer Key

Exercise 1

1. **False** – The text says a balance between teamwork and independence is important.
2. **True** – Hard-working employees are appreciated for their commitment.
3. **False** – Both creativity and analytical skills are important in the workplace.
4. **True** – Easy-going people handle stressful situations by staying calm.
5. **True** – Charismatic leaders inspire others and create a positive environment.
6. **True** – Experienced workers tend to be more confident in their decisions.
7. **True** – Being responsible means taking ownership of your work.
8. **False** – Motivated employees push through challenges and complete projects.
9. **False** – Reliable employees are those who can be trusted with important tasks.
10. **True** – The text highlights teamwork, creativity, and motivation as key qualities for a successful career.

Exercise 2

- a) cooperative
- b) independent
- c) competent
- d) confident
- e) reliable
- f) creative
- g) analytical

Exercise 3

1. ***experienced***
2. ***competent***
3. ***cooperative***
4. ***hard-working***
5. ***creative***
6. ***independent***
7. ***motivated***
8. ***charismatic***
9. ***analytical***
10. ***confident***
11. ***reliable***

Exercise 4

- | | |
|------------------|------------------|
| 1. experienced | 6. motivated |
| 2. competent | 7. uncooperative |
| 3. inexperienced | 8. confident |
| 4. independent | 9. uncharismatic |
| 5. dependent | 10. reliable |
| | 11. unreliable |

Exercise 1

- 1. **b.** Because the tasks are **varied** and different every day
- 2. **c.** The ability to maintain a good work-life balance
- 3. **b.** They help by being friendly and supportive
- 4. **c.** The tasks are not **stressful**
- 5. **a.** It's a **dynamic** and **rewarding** job, even if it's not **glamorous**
- 6. **b.** Needing a lot of effort and hard work
- 7. **a.** Something valuable and deserving of time and effort
- 8. **b.** The writer finds the job **rewarding** because it contributes to the company's success
- 9. **a.** **Challenging** but motivating
- 10. **c.** The writer cannot balance it because the office is too far from home

Exercise 2

- 1. **b.** competitive
- 2. **c.** glamorous
- 3. **b.** demanding
- 4. **a.** reliable
- 5. **c.** analytical
- 6. **b.** independently
- 7. **a.** cooperative
- 8. **c.** easy-going
- 9. **b.** rewarding

Exercise 3

1.	John: Hey, Linda, how is your job?
2.	Linda: Hi, John. it's dynamic with a lot of new projects, but very demanding too. how about yours?
3.	John: My job is challenging but rewarding as well. i feel motivated, but I would like to have some holidays.
4.	Linda: Yes, for sure. The job is rewarding, but i need holidays after this last project!
5.	John: Do you think more cooperative projects would be less stressful?
6.	Linda: Definitely. More teamwork will make the ROUTINE work less boring and the GLAMOROUS tasks more enjoyable!
7.	John: True. Finding the right balance between a responsible role and a relaxing, easy-going environment is important.
8.	Linda: Sure. It's all about making the job worthwhile, isn't it?
9.	John: Absolutely. Let's face these challenges together and work towards a more independent yet cohesive atmosphere
10	Linda: Sounds good!

Exercise 1

1. am applying
2. am working
3. manage
4. increase
5. manage
6. create
7. study
8. am studying
9. am helping
10. am training
11. meet
12. build
13. am working
14. show
15. meet
16. think
17. suits
18. look forward

Exercise 2

1. meet (present simple: used for regular schedules or routines).
2. operates (present simple: used for general truths or actions that are regular and ongoing).
3. is increasing (present continuous: used to describe changes happening over a current period).
4. answer (present simple: used for habitual actions).
5. does not understand (present simple: used for states or conditions at the present).
6. has (present simple: used for states or conditions that are generally true).
7. i work in (present simple: used to state current, ongoing job placement).
8. i work as (present simple: used to describe permanent roles or job positions).
9. is launching (present continuous: used for planned future actions).
10. increase (present simple: used for regular actions or facts).
11. is answering (present continuous: used for actions happening at the moment of speaking).
12. understand (present simple: used for general understanding or abilities).
13. have (present simple: used for experiences that began in the past and continue to the present).
14. a large part of my work involves (present simple: used to describe duties or job descriptions).

Exercise 3

Tim

1. work
2. manage
3. oversee
4. coordinate
5. is

Pia

1. works
2. develops
3. creates
4. is working
5. Enjoys

Max

1. work
2. analyze
3. advise
4. review
5. meet
6. am analyzing
7. is

Eva

1. work
2. handle
3. organize
4. Love

Leo

1. work
2. set
3. develop
4. lead
5. am preparing
6. enjoy
7. brings

Exercise 4

1. Tim is a project manager.
2. Pia is a marketing specialist
3. Max is an investment analyst.
4. Eva is a human resources manager.
5. Leo is a sales director.

Exercise 1

Reacting to good news	Reacting to surprising news	Reacting to bad news
• That is really wonderful! • How cool! • How fantastic! • That's great! • Good for you! • Lovely! • Brilliant! • That's amazing! • It is a good / great idea! • What a wonderful idea! • That is really interesting! • What a great idea! • Wow, that sounds amazing!	• Oh my goodness! • What a surprise! • Wow, that's surprising! • What a wonderful surprise! • Really? • No way! • That's brilliant! • I really didn't expect that! • You're kidding! / You're joking!	• Oh dear • Bad luck • Oh no, poor you. • What a pity! • That's too bad! • How awful! • I'm sorry to hear that. • That's a shame • I see

Exercise 2

1. **"I just got a promotion at work!"**
 - a. **That is really wonderful!** (Justification: A promotion is good news, so this is an appropriate positive response.)
 - b. Oh dear! (This would be used for bad news, so it's incorrect.)
 - c. What a surprise! (This could work, but it's not as fitting as a direct expression of happiness for the promotion.)
2. **"Our team won the championship yesterday!"**
 - a. **How fantastic!** (Justification: Winning a championship is a great achievement, so a positive and enthusiastic response is the best fit.)
 - b. Oh no, poor you. (This would be used for bad news, so it's incorrect here.)
 - c. Really? (This could work but doesn't express excitement like option a.)
3. **"I lost my phone in the conference."**
 - a. **Oh dear!** (Justification: Losing a phone is bad news, so this expression of concern or sympathy fits.)
 - b. Good for you! (This is inappropriate for a negative situation, so it's incorrect.)
 - c. Wow, that sounds amazing! (This would be used for good news, so it's incorrect here.)
4. **"They're moving our office to a new city next month."**
 - a. **No way!** (Justification: A surprising announcement often gets this kind of shocked or surprised reaction.)
 - b. What a pity! (This implies disappointment, which doesn't fit this context.)
 - c. That's amazing! (This could work, but we don't know if the speaker sees it as positive or negative.)
5. **"My sister is getting married next spring, so I'm taking some days off!"**
 - a. What a wonderful surprise! (This is positive but more suited for an unexpected event.)
 - b. That's too bad! (This is a negative response, so it's incorrect here.)
 - c. **Lovely!** (Justification: "Lovely" fits a positive response to hearing about a happy occasion, like a wedding.)
6. **"I finally finished writing my first book about angry customers."**
 - a. **Brilliant!** (Justification: Finishing a book is a big accomplishment, so this positive response fits.)
 - b. I see. (This response is too neutral for such an achievement, so it's not the best choice.)
 - c. Oh no, poor you. (This is for bad news, so it's incorrect.)

7. **"The restaurant we wanted to go to after the meeting is closed today."**
 - a. **How awful!** (Justification: This is bad news, so "How awful" fits the negative situation.)
 - b. That's great! (This is a positive response and doesn't fit here.)
 - c. Wow, that's surprising! (This could work, but it's not as strong a response as option a.)
8. **"Our project proposal was accepted by the client!"**
 - a. What a great idea! (This is a neutral statement and doesn't fit here.)
 - b. Oh dear! (This is a negative response, so it's incorrect.)
 - c. **Really?** (Justification: Expressing surprise with "Really?" is appropriate when reacting to positive news like this.)
9. **"I accidentally spilled coffee on my laptop, and it's not working anymore."**
 - a. **Oh no, poor you.** (Justification: This is bad news, so showing sympathy with this response fits.)
 - b. That is really interesting! (This is an inappropriate response to bad news, so it's incorrect.)
 - c. Good for you! (This is positive and doesn't fit the negative context.)
10. **"I got tickets to see my favorite band in concert!"**
 - a. **That's amazing!** (Justification: This is exciting news, so an enthusiastic positive response is appropriate.)
 - b. What a pity! (This is a negative response, so it's incorrect.)
 - c. Oh dear! (This would be for bad news, so it's incorrect.)
11. **"I'm running late for the meeting and the traffic is horrible."**
 - a. Brilliant! (This is a positive word, so it's incorrect.)
 - b. **Oh no, poor you.** (Justification: This response shows sympathy for the speaker's situation, so it fits.)
 - c. How fantastic! (This is positive and doesn't fit the context of being late.)
12. **"I've just completed my final presentation, and it went really well."**
 - a. **Well done!** (Justification: This congratulates the speaker on their success and fits perfectly.)
 - b. Oh dear! (This is a negative response and doesn't fit.)
 - c. That sounds awful! (This is inappropriate, as it's a positive situation.)

Exercise 3

1. **Well done!** (Finishing organizing an event is an accomplishment, so praise is the best reaction.)
2. **Oh dear!** (Missing a train and being late is unfortunate, so showing concern is appropriate.)
3. **That's fantastic!** (Winning an award is great news, so a positive reaction fits.)
4. **Oh no, poor you.** (Making a mistake like sending the wrong email is something to sympathize with.)
5. **That's amazing!** (Receiving a bonus is excellent news, so an enthusiastic reaction fits.)
6. **How awful!** (Losing a phone while traveling is bad news, so this is the appropriate reaction.)
7. **Lovely!** (A wedding is a happy occasion, so a positive, warm reaction works here.)
8. **What a surprise!** (Not getting a restaurant reservation when expected is surprising.)

Exercise 1

1. **True**
2. **False** (James manages client projects, not software development specifically.)
3. **True**
4. **False** (He coordinates between clients and the technical team, not just scheduling meetings.)
5. **True**
6. **False** (Most of his work involves managing schedules and deadlines, not solving technical issues.)
7. **False** (He looks after customer service for Europe, not the USA.)
8. **True**
9. **True**

Exercise 2

1. takes care of
2. in charge of
3. works for
4. consists of
5. responsible for
6. deals with
7. specializes in

Exercise 3

1. a. deals with
2. c. specializes in
3. b. am responsible for
4. b. is in charge of
5. a. work for
6. b. get involved in
7. c. consists of
8. c. work in
9. c. look after
10. b. report to