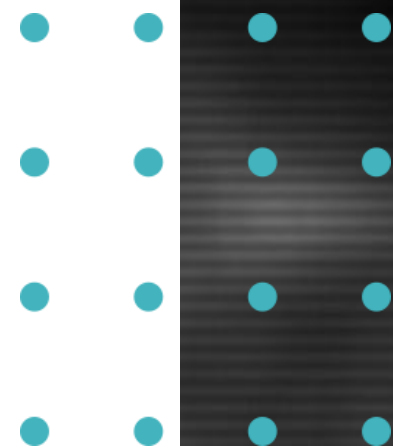




Business Pre-Intermediate

Homework - Unit 2: Contacts



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1. Below are descriptions for various jobs of the future. Read each description carefully and complete the table below.

1.

A **Virtual Identity Defender** is like a special helper who keeps people safe online. They use computers to protect people's information from people who want to steal it. They work with computer experts and the people they're helping to make sure everything is safe online. Their main job deals with stopping hackers from stealing information and fix security problems.
2.

A **Space Tourism Guide** helps people travel in space. Their main job is to make sure tourists have a safe and fun trip. They work with astronauts and engineers. The guide's work deals with looking after tourists and teaching them about space safety.
3.

A **Social Media Lawyer** deals with legal issues on social media. They solve legal problems on social media by helping people with problems like copyright or privacy. These lawyers work in law firms and sometimes directly with social media users. Their job deals with solving legal problems and giving advice.
4.

An **AI Business Manager** looks after projects that use artificial intelligence. Their main responsibility is to make sure AI projects are done well. They work with tech experts and project teams. This person deals with planning and managing AI projects.
5.

A **Virtual Teacher** teaches students online. They teach online by giving lessons over the internet. They work with students and other teachers to help students learn. This job deals with making and sharing lessons and checking how students are doing.
6.

A **Virtual Reality Experience Designer** creates virtual worlds for people to explore. Their main job is to make these worlds feel real and exciting. They work with artists and computer programmers. Their main task deals with designing and building these virtual places.

	Main job	Who does this person work with?	What does this person deal with?
Virtual Identity Defender			
Space Tourism Guide			
Social Media Lawyer			
AI Business Manager			
Virtual Teacher			
Virtual Reality Experience Designer			

1. A **Virtual Identity Defender** is like a special helper who keeps people safe online. They use computers to protect people's information from people who want to steal it. They work with computer experts and the people they're helping to make sure everything is safe online. Their main job deals with stopping hackers from stealing information and fix security problems.
2. A **Space Tourism Guide** helps people travel in space. Their main job is to make sure tourists have a safe and fun trip. They work with astronauts and engineers. The guide's work deals with looking after tourists and teaching them about space safety.
3. A **Social Media Lawyer** deals with legal issues on social media. They solve legal problems on social media by helping people with problems like copyright or privacy. These lawyers work in law firms and sometimes directly with social media users. Their job deals with solving legal problems and giving advice.
4. An **AI Business Manager** looks after projects that use artificial intelligence. Their main responsibility is to make sure AI projects are done well. They work with tech experts and project teams. This person deals with planning and managing AI projects.
5. A **Virtual Teacher** teaches students online. They teach online by giving lessons over the internet. They work with students and other teachers to help students learn. This job deals with making and sharing lessons and checking how students are doing.
6. A **Virtual Reality Experience Designer** creates virtual worlds for people to explore. Their main job is to make these worlds feel real and exciting. They work with artists and computer programmers. Their main task deals with designing and building these virtual places.

2. Read the statements below based on the job descriptions from exercise 1. Decide if each statement is true or false. Correct false ones.

1. A Virtual Identity Defender primarily works alone without any collaboration. **True / False**
2. Space Tourism Guides ensure that tourists are trained in space safety. **True / False**
3. Social Media Lawyers typically work in technology departments within companies. **True / False**
4. An AI Business Manager's main responsibility includes overseeing the completion of AI projects. **True / False**
5. Virtual Teachers interact only with students during their job. **True / False**
6. A Virtual Reality Experience Designer works with healthcare professionals to create virtual worlds. **True / False**
7. Virtual Identity Defenders use technology to secure online data and prevent unauthorized access. **True / False**
8. Space Tourism Guides work exclusively with other guides to provide tours. **True / False**
9. Social Media Lawyers deal with issues such as copyright and privacy on social media platforms. **True / False**
10. AI Business Managers deal directly with coding and software development. **True / False**

1. Match the word (a-j) with its correct business context (1-10).

- a. Employ
- b. Manufacturer
- c. Revenue
- d. Supply
- e. Consultation
- f. Development
- g. Best seller
- h. Management
- i. Distribute
- j. Subsidiary

1. _____ A process of discussing something with someone to receive advice or information.
2. _____ The highest selling product of a company.
3. _____ To provide goods in different places, especially by selling them.
4. _____ The income that a business or organization receives.
5. _____ A smaller company that is controlled by a larger company.
6. _____ The people responsible for controlling or administering an organization or group of staff.
7. _____ To give someone a job.
8. _____ Process of growing or adding to something.
9. _____ The business or factory that makes goods in large quantities.
10. _____ The materials or items needed to operate a business.



2. Fill in the blanks with the appropriate word from the vocabulary list.

analysis	analyze	annual sales	calculation	
develop	developer	distribution	famous	head office
management	manager	multinational	organize	product
production	revenue	supply	subsidiary	well-known

- The **1.** _____ of our company is located in the heart of New York City.
- We regularly **2.** _____ the market to ensure our pricing strategies are competitive.
- Our **3.** _____ is responsible for overseeing the daily **4.** _____ of the office.
- The company decided to **5.** _____ a new IT **6.** _____ to improve software efficiency.
- After thorough **7.** _____, the team concluded that expanding to Asian markets would increase **8.** _____.
- Our **9.** _____ in Japan handles the **10.** _____ of products to local retailers.
- The **11.** _____ department works hard to **12.** _____ enough resources for the annual peak season.
- As a **13.** _____, our brand is **14.** _____ for its high-quality cosmetics.
- The latest **15.** _____ from the **16.** _____ team has become our best seller this year.
- **17.** _____ shows a steady increase in sales from our **18.** _____ product line

3. Choose the correct form of the word to complete each sentence appropriately.

1. We need to _____ (*calculate / calculator / calculation*) the total cost of the new project by the end of the week.
2. The _____ (*consult / consultant / consultation*) we hired recommended changes to our marketing strategy.
3. Our _____ (*employ / employer / employment*) offers flexible working hours and remote work options.
4. The event _____ (*organize / organizer / organization*) did an excellent job planning the annual conference.
5. The _____ (*produce / producer / production*) of the film is scheduled to begin next month.
6. She attended a _____ (*train / trainer / training*) session to improve her leadership skills.
7. We ordered our office _____ (*supply / supplier / supplies*) from a company known for its reliability.
8. The _____ (*manage / manager / management*) team meets every Monday to review progress and set goals.
9. Our software _____ (*develop / developer / development*) is working on a new application that will launch next quarter.
10. The market research team will _____ (*analyze / analyzer / analysis*) the data from the customer survey.

4. Read the text below and fill in the blanks with the correct form of the words below.

distribute – manage- produce – analyze – employ – train – develop – consult – organize – supply - analysis

At our company, XYZ Corp, we 1. _____ our operations to ensure efficiency and productivity. As a leading manufacturer, we 2. _____ high-quality electronics that we 3. _____ to retailers across the globe. The 4. _____ of our products has important steps. It starts with design and ends with final assembly.

To stay competitive, we regularly 5. _____ market trends and consumer needs. This 6. _____ helps us make informed decisions about future products and marketing strategies. Our R&D team is currently working to 7. _____ a new line of eco-friendly appliances for next year.

Human resources 8. _____ over 300 skilled workers, that we 9. _____ in various aspects of production and safety. We also 10. _____ with industry experts to guarantee that our staff receives excellent guidance and mentorship.

To make sure that all our departments have what they need, our logistics team gets office and production 11. _____ from trusted suppliers. This smooth supply chain management helps us keep a steady flow of production without any breaks.

The **present continuous** is used to express actions that are happening at the moment of speaking or around the current period of time.

The structure is: **verb to be + verb + ing**

	Affirmative	Negative	Questions
I	I am working in the office	I am not working in the office	Am I working in the office?
We	We are working in the office	We are not working in the office	Are we working in the office?
You	You are working in the office	You aren't working in the office	Are you working in the office?
They	They are working in the office	They aren't working in the office	Are they working in the office?
He	He is working in the office	He isn't working in the office	Is he working in the office?
She	She is working in the office	She isn't working in the office	Is she working in the office?
It	It is working in the office	It isn't working in the office	Is it in working the office?

Usage of the Present Continuous in Business English

1. To describe current actions:

 - I am reviewing the financial report.
 - The team is discussing the quarterly results right now.
 - He is handling customer inquiries over the phone.
2. To talk about temporary actions:

 - She is working in the London office for three months.
 - I am working remotely until the office renovations are complete.
 - We are temporarily suspending production to upgrade our machinery.
3. To discuss future arrangements:

 - We are meeting the new investors tomorrow.
 - They are launching the new product line next week.
 - I am traveling to Berlin for a business conference next month.
4. To describe trends:

 - Online sales are increasing every month.
 - Our mobile app downloads are growing each day.
 - Employee satisfaction scores are improving since we implemented new policies.

Present Simple vs. Present Continuous

Key differences

Present Simple	Present Continuous
Job responsibilities and routines ○ We design and sell consumer electronics	Current actions happening at the time of speaking ○ We are currently redesigning our website.
Permanent situations or schedules ○ She works in our sales department ○ The office opens at 10 am.	Temporary situations ○ She is working from the Berlin office for a few months
Repeated actions ○ They expand their team annually based on performance reviews	States in a process of change ○ They are expanding their team this year

1. Complete the following paragraphs with the correct form of the verbs in parentheses (Present Simple or Present Continuous).

a. XYZ Corp 1. _____ (to specialize) in consumer electronics. Currently, our team 2. _____ (to work) on developing the next generation of smart home devices. We 3. _____ (to aim) to enhance user experience through innovative technology.

b. Our marketing department 4. _____ (to collaborate) with the product development team. They 5. _____ (to use) customer feedback to improve product features. Every quarter, our teams 6. _____ (to meet) to discuss progress and align their strategies.

c. In our international offices, we **7.** _____ (*to employ*) over 2,000 employees. Right now, our HR team **8.** _____ (*to conduct*) a series of training sessions for new hires. This **9.** _____ (*to ensure*) that everyone **10.** _____ (*to understand*) our company culture and expectations.

d. Financially, XYZ Corp **11.** _____ (*to perform*) strongly in the global market. Our finance team **12.** _____ (*to analyze*) current sales data to predict future trends. This analysis **13.** _____ (*to help*) management make informed decisions about potential investments and expansions.

e. Our customer service team **14.** _____ (*to handle*) inquiries 24/7. They **15.** _____ (*to be*) trained to provide excellent service and resolve issues efficiently. This department **16.** _____ (*to be*) crucial for maintaining customer satisfaction and loyalty.

f. As part of our promise to be more sustainable, we **17.** _____ (*to develop*) new methods to reduce waste in production. Our sustainability officer **18.** _____ (*to work*) with suppliers to ensure that all materials **19.** _____ (*to be*) sourced responsibly. We **20.** _____ (*to plan*) to launch a full report on our environmental impact by the end of the year.

2. Select the correct form of the verb for each sentence.

1. He (*attends / is attending*) a series of workshops this week.
2. The company (*operates / is operating*) in over twenty countries.
3. We usually (*have / are having*) lunch at noon.
4. Right now, she (*prepares / is preparing*) the monthly financial report.
5. Our office (*closes / is closing*) at 5 PM every day.
6. They (*do / are doing*) great work with the new marketing campaign.
7. She (*speaks / is speaking*) to the client on the phone at the moment.
8. We (*do not accept / are not accepting*) cheques as a form of payment anymore.
9. The company (*launches / is launching*) a new initiative next month.
10. He (*works / is working*) from home today.

3. Correct the mistakes in the following sentences.

1. She is work on the annual report every month.
2. We meets on Tuesdays to plan the week.
3. The manager is always looking over the reports.
4. They don't working today because it's a public holiday.
5. He usually is travelling to Japan in March.
6. The sales team write reports right now.
7. We are needing more information before we decide.
8. She is managing the team since last year.
9. The company sell its products globally.
10. He is go to the gym after work every day.

4. Rearrange the words to form correct sentences.

1. the / manager / reviews / performance / is / now / right / the_____.
2. usually / we / meet / clients / with / Fridays / on _____.
3. a / launching / new / are / we / product / today _____.
4. in / participates / CEO / the / usually / conferences / international_____.
5. is / product / best / our / currently / selling / this_____.

1. Match the appropriate farewell expression (a-e) to each business scenario (1-5).

Expressions:

- a. Goodbye!
- b. See you tomorrow!
- c. Safe travels!
- d. Until next time!
- e. Goodnight!

Scenarios:

- 1. *Saying goodbye to a colleague who is leaving the office at the end of the day.*
- 2. *Ending a phone call where you've scheduled a meeting for the following day.*
- 3. *Wishing a colleague well who is about to leave for a business trip.*
- 4. *Concluding a business meeting that won't reconvene for another month.*
- 5. *Saying goodbye after a late evening working session with your team.*

2. Complete each sentence (1-5) with the most suitable farewell (a-e).

1. Alright, the report is finished and emailed to everyone. _____.	a. Bye
2. Thanks for your help today. _____!	b. see you soon
3. That was a productive meeting, thanks everyone. _____ and see you next week.	c. take care
4. I need to head to another appointment. _____.	d. have a good day
5. Our next session will be online. _____ and I'll send the details soon.	e. I'm off now

3. Replace the word ‘goodbye’ for the most suitable expression for each context.

See you later	Goodbye	Take care	Have a nice day
Catch you later		Talk to you later	

- 1. You're heading to the airport now, goodbye.
- 2. After our project discussion, goodbye.
- 3. It's late, and we're done with the audit, goodbye.
- 4. When leaving a casual meeting with a promise to call, goodbye.
- 5. On a Friday evening at the office when everyone is leaving for the weekend, goodbye.



1. Choose the most appropriate suggestion for each sentence.

1. **It might be a good idea to / How about / What about** advertise on social media.
2. **Would you like to / Let's / Why don't we** call the client to confirm the details.
3. **What about / Would you like to / What if** we review the presentation slides with me?
4. **Let's / What about / Maybe we should** asking the team for their suggestions?
5. **Maybe we should / It might be a good idea to / What if we** offered a special discount to first-time customers?
6. **Could we / How about / What if we** try a new marketing strategy this month?
7. **Let's / Why don't we / It might be a good idea to** discuss this in the next team meeting?
8. **Maybe we should / Why don't we / What about** hire more staff for the busy season.
9. **Let's / How about / Maybe we should** organizing a team-building event this month?

2. Choose the correct response (a or b) to accept or decline each suggestion (1-10).

1. Let's move the meeting to tomorrow.
a. That sounds good. *b. I'm not sure about that.*
2. How about we start the project this week?
a. Maybe another time. *b. Sure, let's do that.*
3. Why don't we take the client out for dinner?
a. I don't think that's a good idea. *b. Great suggestion!*

2. Continued...

4. We could implement a new training program.
a. That works for me. b. That doesn't work for me.
5. What if we redesign our website?
a. I'm not really interested. b. Yes, I agree.
6. Maybe we should update our database system.
a. Perhaps something else? b. I think that's a good idea.
7. It might be a good idea to hire more staff.
a. Not today, maybe another day. b. Why not? Sounds great.
8. Do you want to join our workshop next week?
a. I like that idea. b. I'm not sure about that.
9. Could we delay the product launch?
a. That sounds good. b. Maybe another time.
10. Would you like to review the sales figures?
a. Sure, let's do that. b. Not today, maybe another day.



3. Choose the best response (a-b-c) to each suggestion (1-5).

1. "How about we meet at 10 a.m. tomorrow?"
 - a. *"That works for me."*
 - b. *"Yes, I agree"*
 - c. *"Great suggestion"*
2. "Shall we use the new logo for the presentation?"
 - a. *"Yes, I agree"*
 - b. *"That works for me"*
 - c. *"Great suggestion!"*
3. "Can we send the report by the end of the day?"
 - a. *"Yes, I agree"*
 - b. *"Sure, let's do that."*
 - c. *"I like the idea"*
4. "Do you think we should add more details to the plan?"
 - a. *"Great suggestion"*
 - b. *"Yes, I agree."*
 - c. *"That works for me"*
5. "Do you like the idea of changing the font style?"
 - a. *"I like that idea."*
 - b. *"That works for me"*
 - c. *"Yes, I agree"*





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Business Pre-Intermediate

Unit 2: Contacts

Homework – Answer Key

Exercise 1

	Main job	Who does this person work with?	What does this person deal with?
Virtual Identity Defender	protect people's online identities	IT professionals and clients	hackers and security problems
Space Tourism Guide	help tourists in space	astronauts and engineers	tourist safety and experience
Social Media Lawyer	solve legal problems on social media	lawyers and sometimes users	legal issues and advice
AI Business Manager	manage AI projects	tech experts and teams	project management and planning
Virtual Teacher	teach online	students and other teachers	lessons and student progress
Virtual Reality Experience Designer	create virtual worlds	artists and programmers	design and creation of virtual environments

Exercise 2

1. False - Virtual Identity Defenders work with IT professionals and clients.

2. True - Space Tourism Guides deal with looking after tourists and teaching them about space safety.

3. False - Social Media Lawyers work in law firms and sometimes directly with social media users.

4. True - An AI Business Manager ensures AI projects are well executed.

5. False - Virtual Teachers work with students and other teachers.
6. False - Virtual Reality Experience Designers work with artists and computer programmers, not healthcare professionals.

7. True - Virtual Identity Defenders use technology to protect online data.

8. False - Space Tourism Guides work with astronauts and engineers, not just other guides.

9. True - Social Media Lawyers handle legal problems related to social media.

10. False - AI Business Managers are responsible for planning and managing AI projects, not directly coding.

Exercise 3

1. a.

2. c.

3. c.

4. b.

5. a.

6. c.

7. b.

8. c.

Exercise 1

- | | |
|------|-------|
| 1. e | 6. h |
| 2. g | 7. a |
| 3. i | 8. f |
| 4. c | 9. b |
| 5. j | 10. d |

Exercise 2

- | | |
|----------------|-------------------|
| 1. head office | 10. distribution |
| 2. analyze | 11. supply |
| 3. manager | 12. organize |
| 4. management | 13. multinational |
| 5. develop | 14. well-known |
| 6. developer | 15. product |
| 7. analysis | 16. production |
| 8. revenue | 17. calculation |
| 9. subsidiary | 18. famous |

Exercise 3

1. calculate
2. consultant
3. employer
4. organizer
5. production
6. training
7. supplies
8. management
9. developer
10. analyze

Exercise 4

1. manage
2. produce
3. distribute
4. production
5. analyze
6. analysis
7. develop
8. employs
9. train
10. consult
11. supplies

Exercise 1

- a. 1. specializes | 2. are working | 3. aim
- b. 4. collaborates | 5. use | 6. meet
- c. 7. employs | 8. is conducting | 9. ensures | 10. understands
- d. 11. is performing | 12. is analyzing | 13. helps
- e. 14. handles | 15. are | 16. is
- f. 17. are developing | 18. is working | 19. are | 20. are planning

Exercise 2

- 1. is attending
- 2. operates
- 3. have
- 4. is preparing
- 5. closes
- 6. are doing
- 7. is speaking
- 8. do not accept
- 9. is launching
- 10. is working

Exercise 3

- 1. She works on the annual report every month.
- 2. We meet on Tuesdays to plan the week.
- 3. The manager always looks over the reports.
- 4. They aren't working today because it's a public holiday.
- 5. He usually travels to Japan in March.
- 6. The sales team is writing reports right now.
- 7. We need more information before we decide.
- 8. She has been managing the team since last year.
- 9. The company sells its products globally.
- 10. He goes to the gym after work every day.

Exercise 4

- 1. The manager is reviewing the performance right now.
- 2. We usually meet with clients on Fridays.
- 3. We are launching a new product today.
- 4. The CEO usually participates in international conferences.
- 5. Our product is currently the best-selling.

Exercise 1

1. a or e
2. b
3. c
4. d
5. e

Exercise 2

1. e 2. d 3. c 4. a 5. b

Exercise 3

1. have a nice day.
2. see you later.
3. goodnight.
4. talk to you later.
5. have a good one.

Exercise 1

1. It might be a good idea to
2. Let's
3. Would you like to
4. What about
5. What if we
6. Could we
7. Why don't we
8. Maybe we should
9. How about

Exercise 2

1. a
2. b
3. b
4. a
5. b
6. b
7. b
8. a
9. b
10. a

Exercise 3

1. a
2. c
3. b
4. b
5. a