

Business Elementary

Unit 6: Networking



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Unit 6: Grammar reference and Homework



1. Match 1-6 to a-f to make questions and sentences.

- | | |
|----------------------------|---|
| 1. I want to connect ____ | a. with former classmates from school. |
| 2. You can search ____ | b. on LinkedIn? |
| 3. Are you ____ | c. a professional community? |
| 4. I like to comment ____ | d. for the Recruitment Manager's profile. |
| 5. You can build ____ | e. on trending posts. |
| 6. Why don't you join ____ | f. a group of valuable contacts. |

2. Complete the conversation with the words from the list.

tweets – on – bio – follows – add – networking – search – posts

A: Are you 1. _____ Twitter/ X?

B: No, I don't have time for social 2. _____.

A: But it's easy to join and fast to use. You just write your 3. _____, so everyone knows who you are. Then you can send 4. _____.

B: What are they?

A: Short messages – like 5. _____ on other social networks – but you can only use a maximum of 140 characters. That's why it's fast!

B: And who reads my tweets?

A: Anyone who 6. _____ you. You can 7. _____ for people and 8. _____ them to the list of people you are following.

B: Mmm. I'm not sure ...

3. Cross out one noun in *italics* which you cannot use with the social media verb in bold.

1. You can send a friendship request / a tweet / a photo / money on Instagram.
2. You can join a conversation / profile / group / social network.
3. You can update your status / chat / bio / profile.
4. You can share a photo / file / link / friend.
5. You can like a post / page / search / reel.
6. You can add a status / link / friend / comment.

1. Underline the correct expressions in italics to complete the conversation.

A: Hello, I'm Susan. **1.** *Can I join you? / Can I help you?*

B: **2.** *Yes, of course. / No, I don't.*

A: **3.** *I hear you work for / Is this your first time* at the product launch?

B: No, I was here last year. **4.** *What do you think of it? / Please take a seat.*

A: It's great to meet colleagues from abroad.

2. Cross out the extra word in each expression in *italics*.

A: Hi, I'm Peter Kenz from London. I **1.** *hear you do work for* Samsung.

B: **2.** *Yes, that's right.*

A: You're my customer in Great Britain! **3.** *Would you like get another coffee?*

B: **4.** *No, your are thanks.* I'm fine.

A: OK. Well, I'd like one, so I'll **5.** *see me you later.*

B: **6.** *Nice to talking to you.*

3. Put the words in the correct order to make questions and sentences.

1. something / get / can / you / I
_____?
2. you / think / exhibition / what / of / the / do
_____.
3. join / can / you / I
_____?
4. You / hear / I / I / for / KPN / work
_____?
5. me / please / excuse
_____.

GRAMMAR REFERENCE

Past simple: irregular verbs

Many verbs are irregular and don't take *-ed* in the past simple.

go → went

come → came

have → had

take → took

Time expressions

Use time expressions to say **when** something happened in the past.

last night last ten years ago in

Monday last 2023

month on 26th May

yesterday when I was in Spain.

three days ago

Time expressions are usually at the end of the sentence.

*I left my job **in 2024**.*

*I flew to Rome **last week**.*

*We didn't finish the project **in August**.*

Time expressions can go at the beginning of the sentence to give it more importance.

***Yesterday** I was not so busy but I didn't have a break.*

1. Match verbs 1-10 to their past simple forms a-j.

1. see ____

2. go ____

3. take ____

4. meet ____

5. do ____

6. leave ____

7. give ____

8. fly ____

9. have ____

10. spend ____
- a. gave

b. flew

c. went

d. met

e. had

f. did

g. left

h. saw

i. spent

j. took

2. Complete the email with the past simple verbs.

➤ Send

▼

Subject: Trip to Thailand – I’m back!

🛡️ ▼ 🗑️ 📧

Hi Marco,

I’m back from the trip. It was great. We 1. _____ (fly) with Thai Airways in Business Class! Sofia 2. _____ (meet) us at the airport when we arrived. We 3. _____ (spend) two weeks visiting customers, which was very interesting. Then we 4. _____ (have) a short holiday and 5. _____ (do) some sightseeing.
We 6. _____ (not see) Liam, unfortunately – we 7. _____ (leave) before he 8. _____ (come) back from his holiday.

Anyway, can you tell me what happened in the company in the last three weeks?

Thanks,
Anna

3. Complete the sentences with the past simple and time expressions. Today is Wednesday 11th.

yesterday - last Thursday - a week ago - last night - two days ago

MON 2	TUES 3	WEDS 4	THURS 5	FRI 6
		Go to Berlin	Give presentation to the Board	
MON 9	TUES 10	WEDS 11	THURS 12	FRI 13
Leave Berlin	Meet Martin for lunch 8 p.m. see the new 007 film			

1. I _____ to Berlin _____.

2. I _____ a presentation to the Board _____.

3. I _____ Berlin _____.

4. I _____ Martin for lunch _____.

5. I _____ the new 007 film _____.

Starting a conversation

- *Can I join you?*
- *I hear you work for ...*
- *Is this your first time ...?*
- *What do you think of ...?*

Offering

- *Can I help you?*
- *Can I get you something?*
- *Would you like another ...?*
- *Please take a seat.*
- *Please go in and take a seat.*

Responding

- *Yes, please.*
- *Yes, of course.*
- *Yes, that’s right.*
- *No, thanks. (I’m fine.)*

Finishing a conversation

- *Please excuse me.*
- *Nice talking to you.*
- *See you later.*

Answer Keys

Working with words

1.

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

2.

- | | |
|---------------|------------|
| 1. on | 4. posts |
| 2. networking | 5. follows |
| 3. bio | 6. search |
| 4. tweets | 7. add |

3.

- | | |
|------------|-----------|
| 1. money | 4. friend |
| 2. profile | 5. search |
| 3. chat | 6. friend |

Business communication

1.

1. Can I join you?
2. Yes, of course.
3. Is this your first time
4. What do you think of it?

2.

1. hear you work
2. that’s right
3. Would you like another coffee
4. No, thanks
5. see you later
6. Nice talking to you

3.

1. Can you get something for me?
2. What do you think of the exhibition?
3. Can I join you?
4. Did you hear I work for KPN?
5. Excuse me, please.

Language at work

1.

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

2.

1. flew
2. met
3. spent
4. had
5. did
6. didn't see
7. left
8. came

3.

1. I went to Berlin a week ago.
2. I gave a presentation to the Board last Thursday.
3. I left Berlin two days ago.
4. I met Martin for lunch yesterday.
5. I saw the new 007 film last night.