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Being interviewed and networking

Test it

1 Circle the correct option, A or B.

- 'What can you offer our company?' 'Well, firstly, creative.'
- A** I'm being **B** I'm
- a** 'How do you do?' '.....'
- A** 'Fine thanks.' **B** 'How do you do?'
- b** 'How long have you been in this job?' 'I with THC since 2003.'
- A** I've been **B** I'm
- c** 'Good morning, I'm Sanjay Chaudhuri.' 'Satish Prabhakaran. to meet you.'
- A** Pleased **B** Please
- d** 'What are your current responsibilities?' 'At the moment, new markets.'
- A** I'm developing **B** I develop
- e** 'How long have you been CEO?' '..... CEO for about four years now.'
- A** I'm **B** I've been
- f** 'So what brings you to this event?' 'Well, more contacts in IT.'
- A** I will to make **B** I hope to make
- g** 'Do you have any questions?' 'Yes. Could you tell me when the pension scheme?'
- A** I can join **B** can I join
- h** 'Where do you see yourself in five years' time?' 'Could you, please?'
- A** repeat **B** repeat the question

2 Complete the sentences with the correct forms of the verbs in brackets.

- We look forward to *working* (work) with you.
- a** The new job involves (create) a new computer system.
- b** We've decided (offer) you the job.
- c** Do you think you'll miss (travel) abroad?
- d** We're planning (take on) five new managers.
- e** Would you consider (take) a lower salary?
- f** I refused (do) a handwriting test at the interview.
- g** There were six interviewers, so I couldn't help (feel) nervous.
- h** The interviewer seemed (feel) positive about my CV.
- i** I think I deserve (get) the management job.
- j** I avoided (answer) any difficult questions.

GO to page 20 and check your answers.

Test it again

1 Find and correct the mistakes in Murlı's answers.

- | | | |
|--------|---|-----------------------|
| PRAFUL | I'm Praful Patel, the IT manager. How do you do? | |
| MURLI | Fine, thanks: | <i>How do you do?</i> |
| PRAFUL | I see from your CV that you've been in IT for a number of years. | |
| MURLI | Yes, I've been head of division at IT Solutions since . | |
| | five years. | |
| PRAFUL | And what does that job involve? | |
| MURLI | I'm managing a team of eight every day. At the moment we develop a new network. | |
| PRAFUL | I see. And what would you say your strengths are? | |
| MURLI | I'm a team player and I'm having good communication skills. | |
| PRAFUL | So, why would you like to join this company? | |
| MURLI | I will improve my IT skills and take on more responsibility. | |
| PRAFUL | OK. Now, would you like to ask any questions? | |
| MURLI | Yes, could you tell me how many people do work in the IT department? | |
| PRAFUL | Yes, we have a team of thirty. | |
| MURLI | And I'd like to know if are there any possibilities for promotion. | |
| PRAFUL | Yes, we have three levels of manager. Anything else? | |
| MURLI | Yes. How much will you pay me? | |
| PRAFUL | Well, we usually discuss salary if candidates are invited to a second interview. So, thank you very much. | |

2 Circle the correct option.

- Avoid leave/leaving gaps in your CV.
- The interviewer dropped his file and I couldn't help laughing/to laugh.
 - What are you planning to do/doing in the future?
 - I won't miss to have/having a company car.
 - I'm not looking forward to having/have my second interview.
 - A lot of our clients seem being/to be moving in that direction, too.
 - Why do you think you deserve getting/to get this job?
 - Well, our new idea involves to deal/dealing directly with customers.
 - The interviewer refused to talk/talking about promotion prospects.
 - I'm considering taking/to take the job they offered me.
 - Why have you decided to apply/applying for a new job?



Fix it

Answers to Test it

Check your answers. Wrong answer?

Read the right Fix it note to find out why.

- 1** • B → **C** c A → **A** f B → **C**
 a B → **A** d A → **C** g A → **E**
 b A → **D** e B → **D** h B → **B**
- 2** • working → **F**
 a creating → **F**
 b to offer → **G**
 c travelling → **F**
 d to take on → **G**
 e taking → **F**
 f to do → **G**
 g feeling → **F**
 h to feel → **G**
 i to get → **G**
 j answering → **F**

Now go to page 19. Test yourself again.

Answers to Test it again

- 1** a since five years for five years
 b I'm managing I manage
 c we develop we're developing
 d I'm having I have
 e I will improve I would like to/
 I hope to improve
- f how many people how many
 do work people work
 g if are there if there are
 h How much will I'd like to know
 you pay me? what the salary
 is./Could you
 tell me what the
 salary is?
- 2** a laughing f to get
 b to do g dealing
 c having h to talk
 d having i taking
 e to be j to apply



Fix it notes

- A** The correct response to *How do you do?* is *How do you do?* (not *I'm fine*). People often say *Pleased to meet you*. instead of *How do you do?*.
- B** Use *I'm afraid I didn't catch that* when you didn't hear something. Ask for repetition by saying *Could you repeat the question, please?* or *Could you say that again, please?* You use *Sorry?* to ask someone to repeat what they said.
- C** Use the present simple to talk about your current situation. Use the present continuous to describe things now/ around now. You can also use the present simple with *hope, expect, want* and *would like* + infinitive to talk about future expectations.
- D** Use the present perfect to answer questions with *How long ...?*. Use *since* to say when something started. Use *for* to talk about duration.
- E** Use indirect questions starting *Could you tell me ...?* or *I'd like to know if/ whether ...*. Put auxiliary and modal verbs after (not before) the subject. Don't use *do/does/did* after *could you tell me* and *I'd like to know*. You can also use *Do you know if/whether ...?* to ask for information.
- F** Use the *-ing* form of the verb after prepositions and after *avoid, can't help, consider, involve, miss*.
- G** Use the infinitive after *decide, deserve, plan, refuse* and *seem*.

For more information, see the Review page opposite.

i Review

Greetings Some people say *How do you do?* when they meet someone for the first time. The correct response is *How do you do?* (not *I'm fine* or *I'm very well*, etc.). This is quite formal, so nowadays people often give their name and say *Pleased to meet you*. You can reply *Pleased to meet you*. or *You, too*.

Present tenses Generally, you use the present simple to talk about the things you do in your current job, your salary, and your strengths and preferences.
I manage a team of six.
I earn ₹3,00,000 a year.
I enjoy new challenges.
I have good communication skills.

You use the present continuous to describe what you're doing in your job now or around now.
I'm doing lots of research at the moment.
 You can also use the present simple to talk about future ambitions with the verbs *hope, expect, want* and *would like* + infinitive.
I expect to be with IBT for many years.
I'd like to be promoted within the department.

Present perfect with for/since You use the present perfect to answer questions with *How long ...?*

⚠ Don't confuse *for* and *since*. You use *for* to talk about duration – to say how long something went on or has been going on. You use *since* to say when something started – it might be a date, a time or an event.
The group has increased its productivity since we hired a new manager.
I've been in sales for a decade now.

Asking questions Indirect questions are often more suitable in interviews and networking than direct questions. You can

start indirect questions with *Could you tell me ...?* or *I'd like to know if/whether ...* Remember to put auxiliary and modal verbs after (not before) the subject.
Could you tell me when the company will relocate to Greater Noida? NOT ~~*Could you tell me when will the company relocate to Greater Noida?*~~

You don't use *do/does/did* after *Could you tell me ...?* and *I'd like to know ...*
Could you tell me when the company started? NOT ~~*Could you tell me when did the company start?*~~

In less formal situations, you can ask for information by using *Do you know if/whether ...?*
Do you know if the engineering group will be at next month's transport convention?

Infinitive or -ing form? You use the *-ing* form of the verb after prepositions (*to, for, etc.*) and after the verbs *avoid, can't help, consider, involve* and *miss*.
I'm looking forward to meeting you.
My job involves researching new drugs.

You use the infinitive after the verbs *decide, deserve, plan, refuse* and *seem*.
How many people are you planning to take on?

Asking for repetition/clarification There are several phrases you can use if you don't hear what someone says or you don't understand them. To explain that you didn't hear something, use *I'm afraid I didn't catch that*. or *I'm sorry, I didn't catch that*. If you don't understand a question, ask for repetition or clarification by saying *Could you repeat the question, please?* or *Could you say that again, please?* In informal situations, you can just say *Sorry?* to show that you want the person to repeat what they said.