

## Unit 9: Living and working together

### 1 Language: Polite requests and questions

Which endings a–h can go with each beginning 1–3? There is more than one correct answer.

- |                            |  |
|----------------------------|--|
| 1 Would you mind: _____    | a a little bit about your work experience?   |
| 2 Could I ask you: _____   | b to do something for me?                    |
| 3 Could you tell me: _____ | c watching my bag for a moment?              |
|                            | d if I turned the heat down a little?        |
|                            | e your views on our environmental programme? |
|                            | f answering a questionnaire?                 |
|                            | g a favour?                                  |
|                            | h to call me back in half an hour?           |

### 2 Make sentences from the words adding more where necessary. Use the correct form.

- you mind | help me with | homework? Would you mind helping me with my homework?
- mind if | close | the door? \_\_\_\_\_
- ask you | drive me | the station? \_\_\_\_\_
- tell me | little bit | educational background?  
\_\_\_\_\_
- you mind if | invite | George to dinner? \_\_\_\_\_
- ask you | do something | Krissy and me? \_\_\_\_\_
- tell me | views | nuclear energy? \_\_\_\_\_
- ask you | small favour? \_\_\_\_\_

### 3 Complete the sentences with the words from the box.

possibly ■ possible ■ give ■ willing ■ I ■ to ■ it ■ if

- Would it be OK \_\_\_\_\_ I called you back this evening?
- Could \_\_\_\_\_ possibly borrow your car this afternoon?
- Would you be able \_\_\_\_\_ work late tonight?
- Would it be \_\_\_\_\_ for me to finish this tomorrow instead of today?
- Would you be \_\_\_\_\_ to give a presentation at the sales conference?
- Could you \_\_\_\_\_ me a hand with all these bags?
- Could you \_\_\_\_\_ meet us at the Crinan Hotel at 7.00 this evening?
- Would \_\_\_\_\_ be possible for you to send that email attachment again?

### 4 Language extra: Being kind to others

Add prepositions to sentences 1–3. Then ask and answer the questions.

- Do you think it's important to thank people \_\_\_\_\_ helping you?
- Do you ever help other people \_\_\_\_\_ their English?
- Do you try to think \_\_\_\_\_ others before yourself?

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Language: Polite requests and questions

Put the words of the sentences in the correct order.

1 Would/willing/to/be/in/you/a/work/team/?

\_\_\_\_\_

2 Could/me/this/for/you/carry/possibly/?

\_\_\_\_\_

3 Would/work/you/possible/ start/be/to/tomorrow/for/it/?

\_\_\_\_\_

4 Would/by/able/your/you/Friday/essay/to/finish/be/?

\_\_\_\_\_

5 Would/music/if/OK/some/I/be/it/played/?

\_\_\_\_\_

6 Could/an/use/I/your/hour/laptop/for/possibly/?

\_\_\_\_\_

7 Would/leave/early/it/me/today/be/for/possible/work/to/?

\_\_\_\_\_

8 Could/these/me/with/hand/parcels/you/a/give/?

\_\_\_\_\_

6

Language: Indirect questions

a Write indirect questions for 1–6. Here are some sentence beginnings you could use:

Could I ask you (if/how/why/...)    Could you tell me (if/how/why/...)    I was wondering (if/where/which/...)

1 Which bus should I take for the station?

Excuse me, could you tell me \_\_\_\_\_

\_\_\_\_\_

2 Where's the nearest bank?

\_\_\_\_\_

3 When do the shops normally close?

\_\_\_\_\_

4 What's the best way to get to the town centre?

\_\_\_\_\_

5 Do you have a map?

\_\_\_\_\_

6 Where can I buy a guidebook?

\_\_\_\_\_

\_\_\_\_\_

b Imagine you've just moved to this area. What do you need to know? Think of more questions.

7

**Reading: Cultural etiquette in Thailand**

Read the article about cultural etiquette in Thailand from exercise 7, page 106 again. Answer the questions (1–5) using a maximum of four words. Write your answers in the spaces provided. The first one (0) has been done for you.

0	What do Thais do instead of pointing at someone?	(they) lift their chin
1	How should you position your hand when gesturing for someone to come over in Thailand?	
2	What is considered the most sacred part of the body in Thai culture?	
3	What actions could result in imprisonment in Thailand?	
4	What do Thais consider the dirtiest part of someone's body?	
5	What should a 'cultural tourist' get before starting a trip abroad?	

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**Language: should have, could have**

**a** Complete the sentences with *should have*, *shouldn't have* or *could have*, adding the correct form of the verb in brackets.

1 A: I'm afraid that case is too big. – B: Yes, I \_\_\_\_\_ (bring) a smaller one.

2 A: This traffic is awful. We're going to be late. – B: We \_\_\_\_\_ (take the car).  
The train's quicker.

3 A: Looks like Tim and Jen aren't at home. – B: Well, they \_\_\_\_\_ (go out).

4 A: How long are you going to be? – B: Ages. I \_\_\_\_\_ (start) this essay tonight.

5 A: Do you think anyone saw the crash?

B: Let's ask the neighbours. They \_\_\_\_\_ (see) something.

6 A: I saw a man take an old woman's purse. – B: You \_\_\_\_\_ (tell) the police.

**b** Complete what Emma says about things she regrets. Use *should have* or *could have* and the verbs in brackets.

I \_\_\_\_\_ (go) to university when I left school, but I decided to get a job instead. Now I'm 35, and I'm working part-time while I study for an economics degree. It's hard work studying when you're older and working, too. I \_\_\_\_\_ (not refuse) my university place when I was 18.

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**Language: Unreal conditionals: past**

Complete the sentences with the correct form of the verbs in brackets to make unreal past conditional sentences.

1 Why didn't you ask me? I \_\_\_\_\_ (help) you if I \_\_\_\_\_ (know) you were having difficulty.

2 If he \_\_\_\_\_ (not be) sick as a child, he \_\_\_\_\_ (not start) writing poems and songs.

3 If he \_\_\_\_\_ (come) to the meeting yesterday, I \_\_\_\_\_ (ask) him.

4 I \_\_\_\_\_ (finish) by now if my computer \_\_\_\_\_ (not crash) this morning.

### Key

#### exercise 1:

- 1 Would you mind: **c, d, f**
- 2 Could I ask you: **b, g, h**
- 3 Could you tell me: **a, e**

#### exercise 2:

- 2 Would you mind if I closed the door?
- 3 Could I ask you to drive me to the station?
- 4 Could you tell me a little bit about your educational background?
- 5 Would you mind if I invited George to dinner?
- 6 Could I ask you to do something for Krissy and me?
- 7 Could you tell me your views on nuclear energy?
- 8 Could I ask you a small favour?

#### exercise 3:

- 1 Would it be OK **if** I called you back this evening?
- 2 Could I possibly borrow your car this afternoon?
- 3 Would you be able **to** work late tonight?
- 4 Would it be **possible** for me to finish this tomorrow instead of today?
- 5 Would you be **willing** to give a presentation at the sales conference?
- 6 Could you **give** me a hand with all these bags?
- 7 Could you **possibly** meet us at the Crinan Hotel at 7.00 this evening?
- 8 Would **it** be possible for you to send that email attachment again?

**exercise 4:** 1 thank people **for** helping; 2 help other people **with**; 3 think **of** others before yourself

#### exercise 5

- 1 Would you be willing to work in a team?
- 2 Could you possibly carry this for me?
- 3 Would it be possible for you to start work tomorrow?
- 4 Would you be able to finish your essay by Friday?
- 5 Would it be OK if I played some music?
- 6 Could I possibly use your laptop for an hour?
- 7 Would it be possible for me to leave work early today?
- 8 Could you give me a hand with these parcels?

#### exercise 6 a:

- 1 ... which bus I should take for the station?
- 2 Could you tell me where the nearest bank is?
- 3 Could I ask you when the shops normally close?
- 4 Could you tell me what's the best way to get to the town centre?
- 5 I was wondering if you have a map.
- 6 Could you tell me where I can buy a guidebook?

#### exercise 7, Reading: Cultural etiquette in Thailand

1 with (the/your) palm downwards; 2 the head; 3 disrespect for the king; 4 the feet; 5 information on cultural etiquette

#### exercise 8 a

1 should have brought; 2 shouldn't have taken; 3 could have gone out; 4 shouldn't have started;  
5 could have seen; 6 should have told

**exercise 8 b:** I **could have gone** to university ... I **shouldn't have refused** my university place

#### exercise 9:

- 1 I **would have helped** you if I **had known** ...
- 2 If he **had not been** sick ..., he **would not have started** writing ...
- 3 If he **had come** ..., I **would have asked** him ...
- 4 I **would have finished** by now if my computer **had not crashed** ...