Reward Elementary Business Resource Pack

Student A

- 1. Have you ever been to New York?
- 2. We use a modem for to send information to our Hong Kong office.
 - 3. In business you must to listen your customers.
 - 4. Ring me tomorrow before ten o'clock.
 - 5. Do you finish writing that report yet?
 - **6.** Can I speak to Leslie Woo, please?
 - 7. You don't must smoke in the office.
 - **8.** Fantastic! My boss has just given me a promotion!
 - **9.** Don't forget to check the price.
 - **10.** The company have grown by more than 10% this year.
 - 11. Thank you you've done a very well job.
 - 12. You needn't worry. Everything is under control.

Student B

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- 1. Have you ever went to New York?
- 2. We use a modem to send information to our Hong Kong office.
 - 3. In business you must listen to your customers.
 - 4. Ring you me tomorrow before ten o'clock.
 - 5. Have you finished writing that report yet?
 - **6.** Can I to speak to Leslie Woo, please?
 - 7. You mustn't smoke in the office.
 - 8. Fantastic! My boss just gives me a promotion!
 - 9. No forget to check the price.
 - 10. The company has grown by more than 10% this year.
 - **11.** Thank you you've done a very good job.
 - **12.** You don't needn't worry. Everything is under control.



Correct or incorrect? Worksheet Progress check 31-35



ACTIVITY

Pairwork: speaking

To decide whether a set of sentences are correct or incorrect.

GRAMMAR AND FUNCTIONS

Revision: imperative, infinitive of purpose, present perfect, needn't, can, must, good vs. well

VOCABULARY

modem, office, customers, ring (= telephone), report, boss, promotion, to check, price, company, to grow, job, to worry, under control

PREPARATION

Make one copy of the worksheet for each pair of students and cut it in two as indicated.

TIME

10 to 20 minutes

PROCEDURE

- 1 Tell the students they are going to revise some of the grammar they have studied.
- Divide the students into two groups A and B- and give out the relevant worksheet.
- 3 Tell the students they have twelve sentences. In each case one student has a correct sentence, the other has an incorrect sentence.
- Tell them to read the sentences to each other and decide which one is correct. Allow 5 to 10 minutes.
- When most pairs have finished, reconvene the class and check the answers by asking individual students.

FOLLOW-UP

Ask the students in pairs to write correct and incorrect sentences and give them to other pairs to check.

ANSWERS

	Α	В
1	1	
2		✓
3		1
4	1	
5	_	√
6	1	
7		1
8	1	
9	1	
10		1
11		/
12	1	