

Business Result Intermediate

Student's Book Answer Key

2 | Projects

Working with words

1

- 1 Volunteerism is a movement within some businesses to encourage staff to offer some of their time and skills for free to help a good cause.
- 2 Employees in the reading have worked on
 - community and social projects
 - conservation, teaching, caring, or building
 - building an extension to a school
 - redecorating a community centre.
- 3 As well as benefiting the people who receive the help from volunteers, such as the local community, the volunteers themselves also benefit in the following ways:
 - gain new skills
 - improve teamwork
 - gain new ideas and insights
 - learn from the experience of others
 - learn how to organize a project.
- 4 Samira has learnt how to organize a schedule and how to deal with a budget.

2

- | | | | |
|--------------|------------|----------|-------------|
| 1 objectives | 3 schedule | 5 budget | 7 resources |
| 2 update | 4 deadline | 6 skills | 8 teamwork |

3

- 1 & 2** deadline - the end of the week
schedule - they are behind schedule because of the holiday
resources - at first it was hard to know how to allocate these
budget - she has stayed within it
teamwork - it's essential
update - she receives updates every two days

2

- | | | | |
|----------|------------|------------|--------|
| 1 meet | 4 on | 7 within | 10 get |
| 2 behind | 5 ahead of | 8 delegate | |
| 3 up | 6 allocate | 9 on with | |

3

Possible advice for the colleague

- meet all the deadlines
- don't fall behind schedule - if you do, try to catch up and even finish ahead of schedule
- find out what resources you have and allocate them to your team members
- always stay within the budget
- make sure your team members get on with their jobs
- ask for regular updates from each person in order to maintain control
- make sure everything is on track

Business communication skills

1

decorating - still painting the ceiling, needs another day or so
lighting - it's finished
carpets - still waiting, need to call suppliers
action - meet team to allocate tasks for final stages

2

1 are things going	4 happening with	7 finished that
2 so good	5 still painting	8 to recap
3 back on track	6 are we with	9 to plan

3

a 1, 4, 6	b 2, 3, 5, 7	c 8, 9
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5

1 Bruno	2 Josie and Samira	3 Josie and Samira
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6

1 A	3 O	5 O	7 O	9 D
2 A	4 O	6 D	8 A	10 S

Practically speaking

1

- | | | |
|---|---|----------------------------------|
| 1 | a | I'm returning your call. |
| | c | It's (name) here. |
| | e | What can I do for you? |
| | f | I'm calling about / for / to ... |
| 2 | b | Thanks for your help. |
| | d | Thanks for calling. |

Business Result

Language at work

1

Sentence 1 uses the present continuous because it describes an action at the moment of speaking.

Sentence 2 uses the present simple because it describes a repeated or regular action.

2

Both questions refer to 'now' or time 'around now', rather than 'in general'. However, question 1 uses the present continuous because it refers to a current or temporary action taking place at, or around the time of speaking. Question 2 also refers to a moment at the time of speaking, however, the verb *need* is a state verb. State verbs are not normally used in the present continuous form. If students are having problems with this, then the rule completion in 3 will help.

3

1 simple

2 continuous

3 continuous

4

1 is he doing

2 is fixing

3 knows

4 repairs

5

1 What are you working on this week?

2 Do you like travelling?

3 How often do you work late?

4 Are you having any problems at work at the moment?

5 Who are you talking to right now?

6 How many people are in your English class today?

7 What are you thinking at the moment?

8 Do you understand the word 'deadline'?

Case study

Discussion

3

1 **unfriendly**: large amounts of energy, uses a lot of water, wastes glass and plastic, new furnishings.

2 **friendly**: energy-generating dance floor, low-energy lighting, rain water used in toilets.

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