

tech talk

Elementary
Workbook

John Sydes • Brian Cross

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Unit 1

1 Complete the conversation with the words in the list.



Welcome Thank you little too meet slowly speak meet nice

- A Excuse me. Are ¹*you*..... Ali Shaheen?
B Yes, I am. Nice to ²..... you.
A Nice to ³..... you, ⁴..... I'm Nikolay Aleksandrov.
⁵..... to Moscow.
B Thanks. It's ⁶..... to be here.
A Here's your visitor's pass.
B ⁷..... you.
A Can you ⁸..... Russian?
B No, I can't. And I can only speak a ⁹..... English.
A OK, no problem. I'll speak ¹⁰.....

2 Match a question or sentence on the left with a reply on the right.

- | | |
|--------------------------------------|--------------------------------------|
| 1 Hello. Are you Kiyoung Cho? | a It's a map of the city. |
| 2 Nice to meet you. | b OK, I'll speak slowly. |
| 3 Welcome to Santa Barbara. | c Hello, it's nice to meet you, too. |
| 4 Can you speak Spanish? | d Thank you. It's nice to be here. |
| 5 What's this? | e You're welcome. |
| 6 What's your extension? | f Yes, I am. Nice to meet you. |
| 7 I can only speak a little English. | g It's 8089. |
| 8 Thanks. | h No, I'm sorry, I can't. |

3 Write these words as numbers.

- 1 My extension at work is four, five, oh, nine.
- 2 Your room number is five, four, seven.
- 3 The area code for Bern is zero, three, one.
- 4 The serial number is two, eight, slash, double six, eight.
- 5 My home number is two, eight, oh, nine, three, four, five.
- 6 The model number is five dash six, zero, two, slash, five.
- 7 My flight number is BA six, double two, three.
- 8 The country code for Japan is double oh, eight, one.
- 9 The fax number is four, three, seven, zero, eight, six.
- 10 Your user number is double four, slash nine, oh, eight, dash, six, five, one.


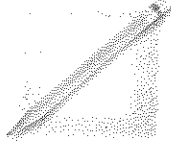


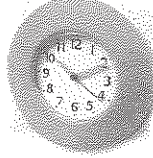
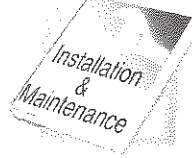
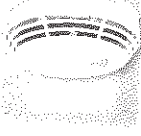

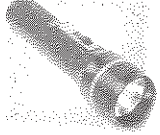
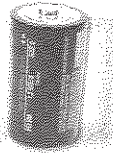
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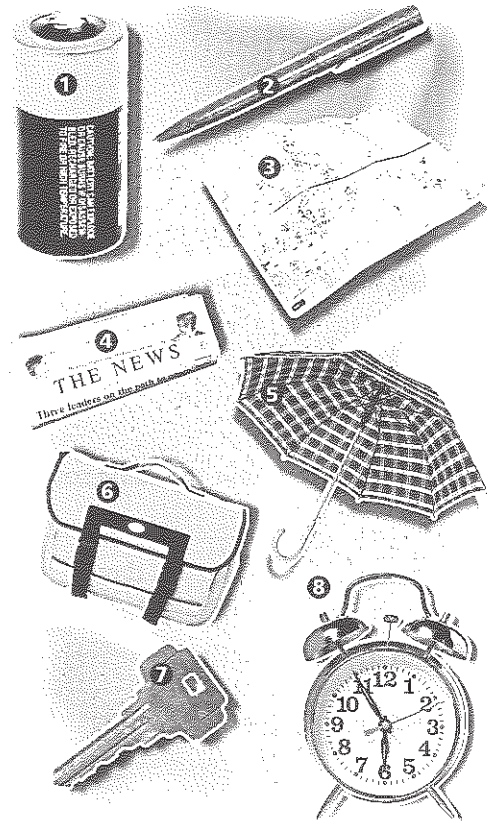
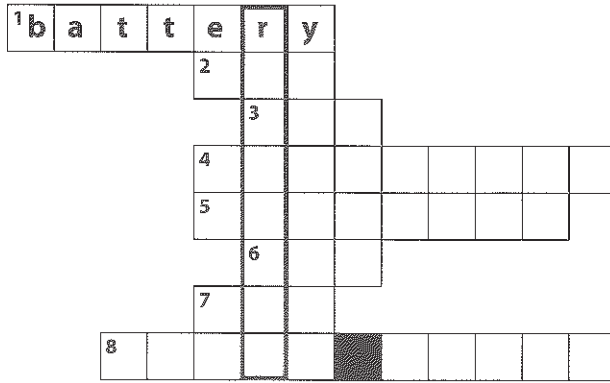
4 Write a or an.

- | | |
|--------------------------------------|----------------------------|
| 1 ^{an} umbrella | 6 flashlight |
| 2 cell phone | 7 owner's manual |
| 3 American passport | 8 Spanish dictionary |
| 4 car key | 9 city map |
| 5 ID card | 10 old newspaper |

5 Rearrange the letters to make a word.

1 nophe	<u>phone</u>		6 clepin	
2 krow		7 kittec	
3 koccl		8 maulan	
4 malar		9 chanmie	
5 chort		10 beratty	

6 Complete the puzzle with the items in the pictures.



7 Match a word on the left with a word on the right to make a phrase.

- | | |
|---------------|--------------|
| 1 an English | a code |
| 2 a serial | b pass |
| 3 an area | c clock |
| 4 a visitor's | d phone |
| 5 an identity | e number |
| 6 a mobile | f manual |
| 7 a user's | g dictionary |
| 8 an alarm | h card |
| 9 a city | i key |
| 10 a door | j map |

8 Read the conversations and number the sentences in the correct order.

Conversation 1

- 1 Excuse me. Are you Fred Browning?
- 3 It's nice to meet you, too. I'm Greg Schultz.
- 2 Yes, I am. Nice to meet you.

Conversation 2

- 1 Hello, I'm Paolo Castillo.
- Thank you.
- It's nice to meet you, too. Welcome to Electronika.
- Hello, I'm Dimitris Krassakis. Nice to meet you.

Conversation 3

- Yes, just a little.
- 1 Can you speak English?
- OK, no problem. I'll speak slowly.
- Thanks.

Conversation 4

- No, I'm sorry.
- Me too. So please speak slowly.
- 1 Can you speak French?
- I only speak a little English.
- OK. No problem.

Unit 2

1 Say the letters in each group. Circle the letter with a different sound.

- | | | |
|--------|--------|--------|
| 1 bdt@ | 4 vwuq | 7 rajk |
| 2 kaej | 5 shmf | 8 sxym |
| 3 bvgi | 6 tipe | 9 caet |

2 Which letters have the same sound as these words?

- | | | | |
|-------|---------|-------|-------|
| 1 pay | a, j, k | 3 my | 5 no |
| 2 tea | | 4 day | 6 car |

3 Put the letters of the alphabet into the correct column.

day /eɪ/	see /i:/	sell /e/	buy /aɪ/	go /əʊ/	you /u:/	are /ɑ:/
a	b	f	i	o	q	r

4 Match the numbers with the words.

- | | | | | | | | | | | | | | |
|--------------|-------|--------------|-------|-------------|-------|--------------|-------|-------------|-------|-------------|-------|-------|-------|
| 35 | 72 | 49 | 16 | 28 | 60 | 81 | 93 | 57 | 27 | 82 | 39 | 13 | |
| sixteen | | twenty-seven | | seventy-two | | fifty-seven | | thirty-nine | | thirty-five | 35 | sixty | |
| thirty-nine | | thirteen | | eighty-one | | ninety-three | | forty-nine | | eighty-two | | | |
| twenty-eight | | | | | | | | | | | | | |

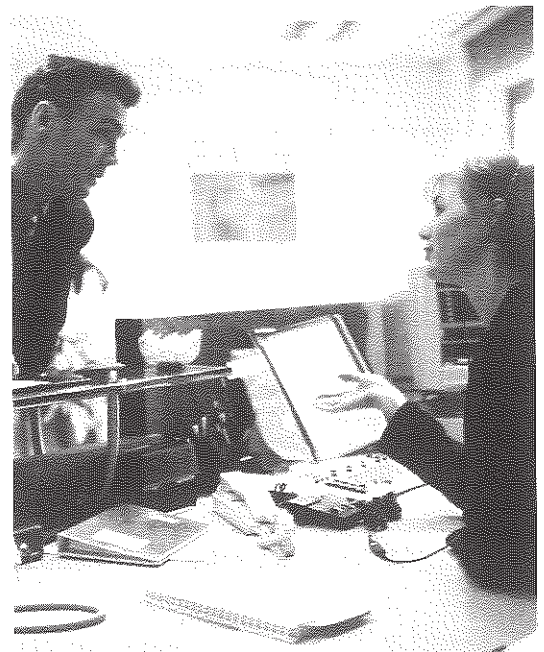
5 Write the next number in the sequence.

- | | |
|---|--------------|
| 1 two, four, six, eight, ten, | twelve |
| 2 one, four, nine, sixteen, twenty-five, thirty-six, | |
| 3 three, five, seven, eleven, thirteen, seventeen, | |
| 4 five, eight, thirteen, twenty-one, thirty-four, fifty-five, | |
| 5 twelve, thirteen, twenty-four, fourteen, thirty-six, fifteen, | |
| 6 thirteen, twelve, fifteen, ten, seventeen, eight, | |

6 Complete the conversation using the phrases in the list.

- | | | |
|-----------------------|----------------|------------------|
| How do you spell that | Yes, of course | what's your name |
| my last name's Maier | Thank you | Can I help you |
| I work for BMW | You're welcome | |

- A Good afternoon. ¹..... *Can I help you*
- B Good afternoon. Yes, I'm here to see Eduardo Silva.
- A OK, and ²....., sir?
- B It's Heiko Maier.
- A ³.....?
- B Heiko, that's H-E-I-K-O and ⁴....., that's M-A-I-E-R.
- A Which company do you work for, Mr Maier?
- B ⁵.....
- A OK. Can you sign the form here, please?
- B ⁶.....
- A Just a second. I'll phone Mr Silva and tell him you're here.
- B ⁷.....
- A ⁸..... Please take a seat over there.
- B Thanks.

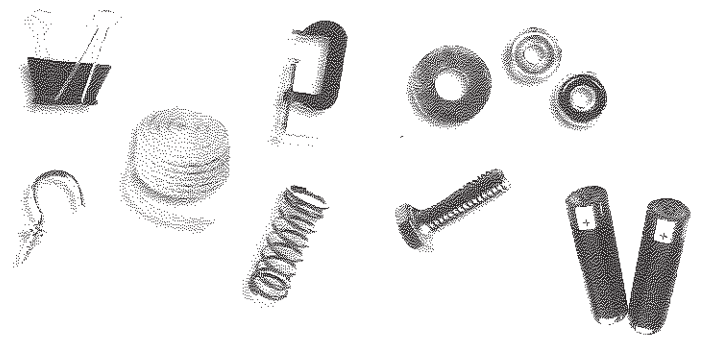


7 Match the questions and sentences in column A with the answers in column B.

- | | |
|-------------------------------|---------------------------------|
| A | B |
| 1 How do you spell that? | a Yes, ready. |
| 2 Sorry, is that B or V? | b I work for BT. |
| 3 Which company are you with? | c It's Maria Angelova. |
| 4 How many do you need? | d Yes, that's all. |
| 5 Are you ready? | e It's G-R-E-S-H-A-M. |
| 6 What's your name? | f Yes, that's right. |
| 7 What's the part number? | g You're welcome. |
| 8 Thank you. | h That's B for Bravo. |
| 9 So, that's 15 S-hooks. | i It's QBR slash two, six, one. |
| 10 Is that it? | j Twenty. |

8 Find these eight items in the word puzzle.

X	Y	W	A	S	H	E	R	S	Z
S	J	X	Z	Y	O	X	Q	Y	B
Q	P	J	X	Z	O	Y	B	J	A
X	Q	R	J	Z	K	Q	O	Z	T
Z	C	L	I	P	X	J	L	X	T
J	X	Z	Q	N	Y	X	T	Z	E
W	O	Q	Z	X	G	R	X	J	R
C	L	A	M	P	X	X	Y	Q	I
H	T	W	V	Y	Z	Q	Z	X	E
J	D	X	R	O	P	E	X	V	S



9 Look at the visiting cards and complete the sentences.

C&C CHOU JUNG IH
After-Sales Service Engineer
Chi & Co Limited
3rd Fl., No 20,
Sec. 5 Roosevelt Rd.
Taipei
Taiwan
tel: 886-22-358-41424
fax: 886-22-358-06420

East African Technologies Limited.
Abdel Ashraf
Maintenance
P.O. Box 46650, Waiyaki Way,
ABC Place, Nairobi
Kenya
tel: 254-2-441-4949
fax: 254-2-448-5000

Kurt Brausing
Service Technician
ABR Danmark
Helgeshøj Allé 26
DK - 2630
Taastrup
Denmark
tel: 45-43-410900
fax: 45-43-410080

EnTech Joey Yap Souza
Technical Staff Software Engineer
EnTech Equipamentos Corporation Ltd
90 Thomson Road, #25-06 United Square,
30759 Singapore
tel: 65-254-66760
fax: 65-254-66425

PAOLA BELISARIO
Quality Assurance Manager
ATOL (ITALIA) S.p.A.
Via Mario Pannuzio 3,
20156 Milano, Italy
tel: 39-02-280 9235
fax: 39-02-280 9236

Equipamentos Indústrias Ltda
Tais de Souza Partelli
Production Planner
Rua Sumidouro 90 tel: 55-11-3211-56120
05428-7751 fax: 55-11-3211-56222
São Paulo
Brazil

- The after-sales service engineer works for
- Abdel Ashraf works for
- The Brazilian production planner works for
- Kurt Brausing is a and works for
- Joey Yap Souza works in for He's a
- The Italian quality assurance manager's name is

10 What about you? Write three sentences about yourself.

- I work in
- I work for
- I am a / an

3 Match the sentences and questions with the correct answer.

- | | |
|-------------------------------|--------------------------------|
| 1 I'm hungry. | a Yes, a large coffee, please. |
| 2 Can I help you? | b Three euros forty, please. |
| 3 Do you want a doughnut? | c Good idea! |
| 4 Have a nice day. | d No, thanks. |
| 5 How much is it? | e Me, too. |
| 6 Let's get something to eat. | f Medium, please. |
| 7 Large, medium, or small? | g Thanks. |

4 Write three more conversations. Follow the example.

- | | | |
|----------------------------------|--|--------|
| have / some paper | Can I have some paper |? |
| write down the reference number? | Do you want to write down the reference number |? |
| make a list of parts | No, I want to make a list of parts. | |
| 1 use / your mobile phone | |? |
| make a call? | |? |
| send a text message | |? |
| 2 have / the order form | |? |
| change the order? | |? |
| check the quantity | |? |
| 3 look at / your manual | |? |
| read the instructions? | |? |
| check a serial number | |? |

5 Tick (✓) the sentences that are correct. Correct the sentences that are wrong.

- | | |
|---|----------------------------|
| 1 It's a six-metre cable. | |
| 2 This is a 30-centimetres ruler. | ✓
a 30-centimetre |
| 3 I need a 10-amp fuse. | |
| 4 Do you want a 60 or 75-watts bulb? | |
| 5 It has a 1.6-litre diesel engine. | |
| 6 I want two three-inch screws. | |
| 7 How many six-volts batteries do you need? | |
| 8 Is it a five-litres tank? | |

6 Complete the list of measurements.

- | | |
|-------------------|--------------------|
| 1 1,000 m = 1 km | 5 16 oz = |
| 2 3 ft = | 6 10 mm = |
| 3 100 cm = | 7 12 ins = |
| 4 8 pints = | 8 1,000 mg = |

7 Write the measurements in the correct column.

Length	Volume	Weight
kilometres	pints	pounds

kilometres	millilitres	centimetres
gallons	tonnes	litres
yards	pounds	kilograms
milligrams	metres	millimetres
feet	inches	pints
ounces	grams	

8 Karl needs some parts for his motorbike. Complete the conversation with the words and phrases in the list.

I need How much is it Is it Do you have want
 this bolt Do you want no good it is I need a

ASSISTANT Can I help you?
 KARL Yes, ¹ *I need* a new battery for my motorbike.
 ASSISTANT OK, do you ² this one?
 KARL Is it twelve volts?
 ASSISTANT No, it isn't. It's six volts.
 KARL That's ³ I need a twelve-volt battery.
 ASSISTANT OK. Anything else?
 KARL Yes, a cable.
 ASSISTANT ⁴ the 900 mm cable or the 1500 mm cable?
 KARL The 900 mm cable. And I need a long bolt.
 ASSISTANT OK. Do you want ⁵?
 KARL ⁶ 50 mm?
 ASSISTANT Yes, ⁷
 KARL That's no good. ⁸ 60 mm bolt. And I need a spring too.
⁹ a 10 mm spring?
 ASSISTANT Yes. Here you are.
 KARL Great, thanks. ¹⁰?
 ASSISTANT It's \$17.50.

9 Read the conversation in 8 again. Tick (✓) the items on the order form that Karl needs.

Parts order form			
<input type="checkbox"/> 10 mm spring	<input type="checkbox"/> 6 volt battery	<input type="checkbox"/> 50 mm bolt	<input type="checkbox"/> 900 mm cable
<input type="checkbox"/> 12 mm spring	<input type="checkbox"/> 12 volt battery	<input type="checkbox"/> 60 mm bolt	<input type="checkbox"/> 1500 mm cable