

tech talk

Elementary
Workbook

John Sydes • Brian Cross

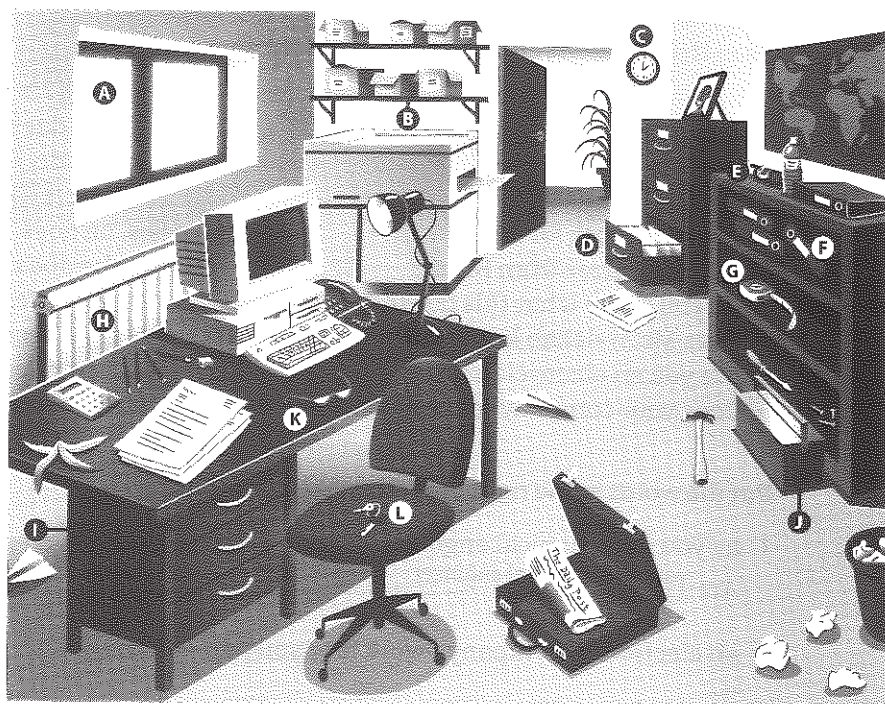
SAMPLE COPY
NOT FOR SALE

OXFORD
UNIVERSITY PRESS

Unit 10

1 Match the items in the picture with the words in the list.

- | | |
|-----------------|-------|
| 1 window | A |
| 2 keys | |
| 3 tool box | |
| 4 desk | |
| 5 radiator | |
| 6 tape measure | |
| 7 glasses | |
| 8 drawer | |
| 9 shelf | |
| 10 mobile phone | |
| 11 files | |
| 12 clock | |

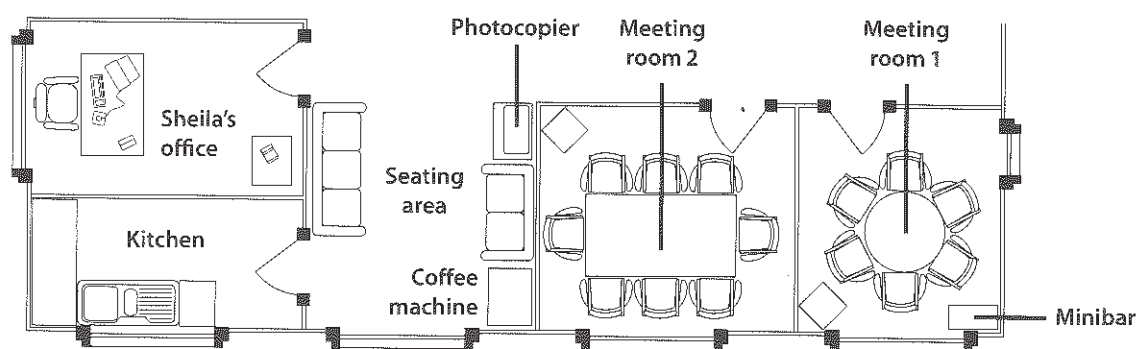


2 Look at the picture again and complete the sentences with the words in the list.

behind between in in front of next to on under

- The chair is in front of the desk.
- The briefcase is the floor.
- The pencils are the calculator and the PC.
- The radiator is the desk.
- The lamp is the phone.
- The tape measure is the shelf, the files.
- The newspaper is the briefcase.
- The bottle is the mobile phone and the folder.
- The photocopier is the shelves.
- The keys are the chair.
- The toolbox is the book shelves.
- The telephone is the PC.

- 3 Angelo needs a meeting room. He phones Sheila. Look at the plan and underline the correct answer.



ANGELO Hello, Sheila. This is Angelo.
 SHEILA Hi, Angelo. What's up?
 ANGELO I need a meeting room with a minibar, a computer, and a photocopier.
 SHEILA Is it for today?
 ANGELO ¹ Yes, it is. / No, it isn't. At four o'clock this afternoon.
 SHEILA For how many people?
 ANGELO Seven.
 SHEILA OK. You can have room 2.
 ANGELO Is the photocopier in room 2?
 SHEILA ² Yes, it is. / No, it isn't. But it's next to room 2.
 ANGELO OK. And is the minibar in room 2?
 SHEILA ³ Yes, it is. / No, it isn't. It's in room 1, but you can get coffee from the coffee machine.
 ANGELO Is the coffee machine in the kitchen?
 SHEILA ⁴ Yes, it is. / No, it isn't. It's in the seating area next to the kitchen.
 ANGELO Is there a computer in room 2?
 SHEILA ⁵ Yes, there is. / No, there isn't. But you can use my computer.
 ANGELO All right. Thanks! Is the English dictionary in your office?
 SHEILA ⁶ Yes, it is. / No, it isn't. It's on the small table on the left.

- 4 Match the times with the clocks.



A



B



C



D



E



F



G



H

- | | |
|------------------------------|---|
| 1 It's five to one. | ^G 5 It's half past three. |
| 2 It's eight fifteen. | 6 It's three o'clock. |
| 3 It's half past four. | 7 It's eleven forty-five. |
| 4 It's six twenty-five. | 8 It's ten to two. |

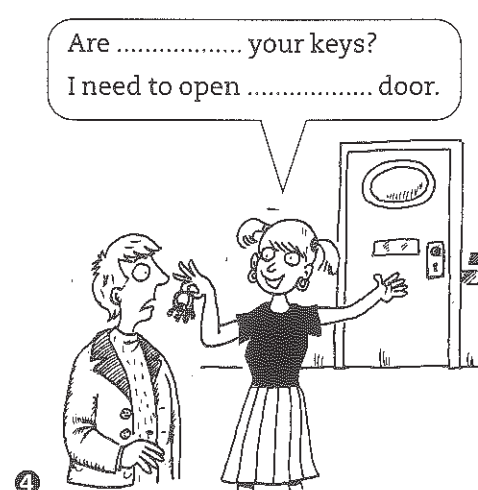
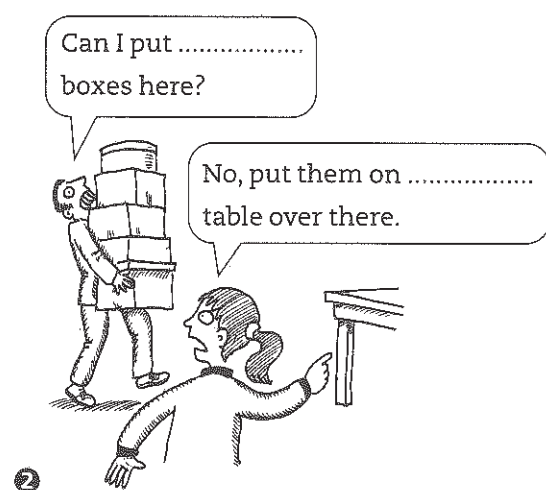
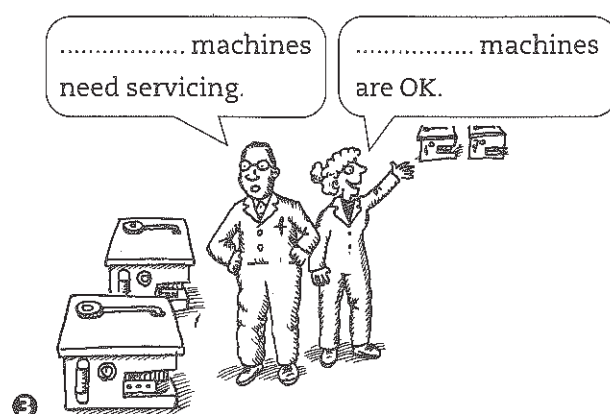
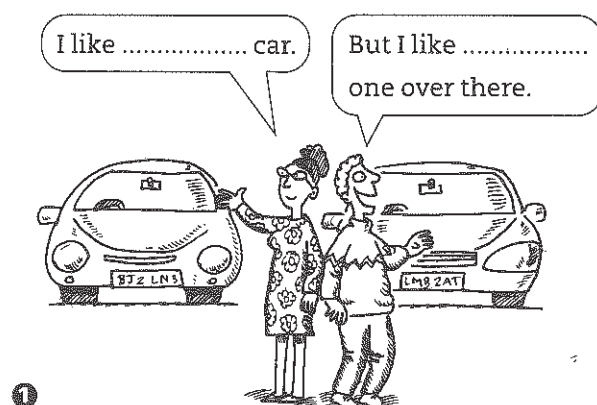
- 5 Write the times a different way.

- | | | |
|------------------------------|--------------------------------|--------------------------------|
| 1 It's five to one. | <i>It's twelve fifty-five.</i> | 5 It's half past three. |
| 2 It's eight fifteen. | | 6 It's three o'clock. |
| 3 It's half past four. | | 7 It's eleven forty-five. |
| 4 It's six twenty-five. | | 8 It's ten to two. |

6 Read the information and write the times.

- 1 It's 4.30 in Berlin. New York is 5 hours behind Berlin. What's the time in New York? 11.30
- 2 You get up at 6.45. Breakfast takes half an hour. It takes you 20 minutes to drive to work. When do you arrive at work?
- 3 Your train leaves at 9.25. The journey takes 45 minutes. When do you arrive?
- 4 It is now 2.25 and you have a meeting. It takes 5 minutes to walk to the meeting. The meeting lasts an hour. Then you walk back to your office. What's the time when you arrive back in your office?
- 5 Your flight is at 2.30. You want to arrive at the airport one hour before the flight leaves. It takes 45 minutes to drive to the airport. When do you have to leave home?
- 6 You finish work at 5.30. It takes you 40 minutes to drive home. Today you want to stop on the way home and go shopping for an hour. When do you arrive home?

7 Complete the conversations with *this*, *that*, *these*, or *those*.



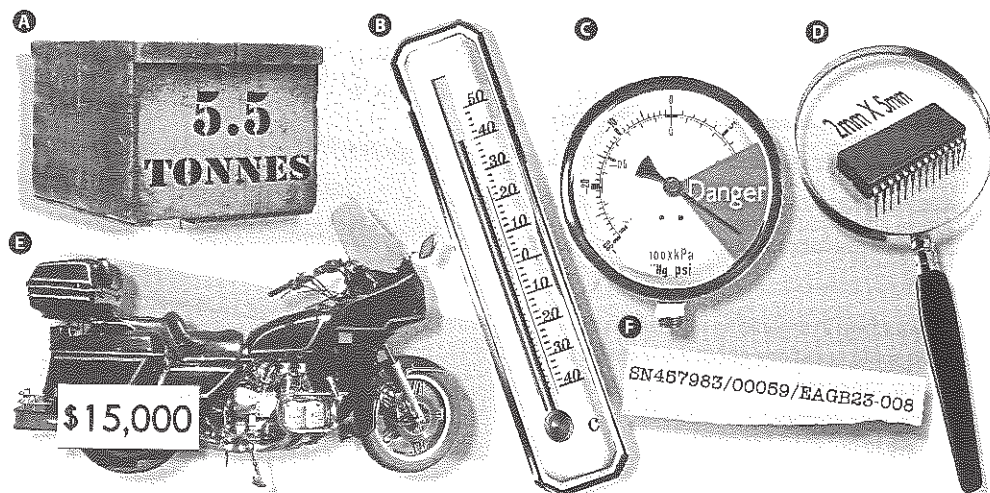
Unit 11

1 Complete the conversation with the words and phrases in the list.

can't (x 3) don't (x2) have wrong (x2) need to not

- A I ¹ *can't* replace this engine control unit!
 B Why ²?
 A There's a problem with the new control unit.
 B What's ³ with it?
 A The holes are in the ⁴ place.
 B Why ⁵ you drill some new holes?
 A What? I ⁶ do that!
 B OK. Why ⁷ you repair the old control unit?
 A That's a problem. I ⁸ replace the air-fuel chip.
 B Do we ⁹ a new chip?
 A Yes, but ...
 B OK, so why don't you just replace the chip?
 A We ¹⁰ do that! The customer wants a new unit.
 B Of course we can!

2 Match the words with the pictures.



- | | | | | |
|-------------|-------|---|---------|-------|
| 1 dangerous | | C | 4 heavy | |
| 2 expensive | | | 5 long | |
| 3 hot | | | 6 small | |

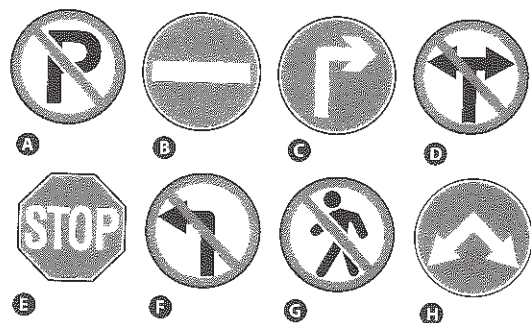
3 Complete the sentences with a phrase from the list.

it's too old they're too small it's too expensive
they're too difficult they're too heavy it's too far
it's too small it's too dangerous

- 1 We can't buy that laser printer – *it's too expensive*
- 2 I can't walk to work from my home –
- 3 We can't use those screws –
- 4 I'm afraid we can't repair this computer –
- 5 I'm afraid we can't go into the construction area –
- 6 I can't lift these boxes –
- 7 I can't read this serial number –
- 8 I can't fill in these forms –

4 Match the instructions with the correct sign.

- 1 You have to stop. *E*
- 2 You can't park here.
- 3 You have to turn right.
- 4 You can't turn left.
- 5 You have to keep right or left.
- 6 You can't walk here.
- 7 You can't drive down this road.
- 8 You can't turn left or right.



5 Read this email about a visit to a company. Write four things Michael Kelly wants to do.

To: john.barden@bloton.com
From:
Date:
Subject: Article about your company for Sci-Times

Dear Mr Barden

Thank you for your help in organizing my visit to your company. I have some questions about the visit and tour:

- 1 Can I drive into the company and park near your office, or do I have to park outside?
- 2 What do I have to do when I arrive?
- 3 I want to bring a video camera, a laptop, and a cassette recorder with me. Is that OK?
- 4 Can you organize a meeting with your Chief Engineer or the Head of Research in the morning? Can we go on a tour of the labs in the afternoon?

With best wishes
Michael Kelly

He wants to:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

6 Complete John Barden's reply with *can't* or *have to*.

To	michael.kelly@sci-times.co.uk
From	
Date	
Subject	Your visit

Dear Michael

Here are the answers to the questions you sent me about your visit.
 I'm afraid you 1. *can't* drive into the company. You 2.
 park in the visitors' car park.

You 3. get a visitor's pass from reception. You 4.
 enter any of the buildings without this pass.

I'm sorry, but you 5. bring a video camera into the company.
 I think it's OK to bring a laptop, but I 6. check with security.

I 7. go to a meeting at one o'clock, so we 8. go
 on a tour of the labs in the afternoon. We can do the tour in the morning
 and you can interview our Chief Engineer, Mr Cobain, in the afternoon.
 I look forward to meeting you.

Kind regards
 John Barden

7 Match the problems with the best solution.

- | | |
|---|--|
| 1 I don't have enough money. | a Why don't you use a dictionary? |
| 2 This PC is too slow for this program. | b Why don't you order some more? |
| 3 It's very hot in here. | c Why don't you use a credit card? |
| 4 I don't understand these instructions. | d Why don't you open the window? |
| 5 Is this cable long enough? | e Why don't you measure it? |
| 6 We don't have enough parts. | f Why don't you read the instructions? |
| 7 I don't know how to replace the sound card. | g Why don't you upgrade it? |

**8 Read the instructions from The Plaza Hotel.
 Mark the statements true (T) or false (F).**

- | | |
|--|--|
| 1 You have to fill out a drinks card when you use the minibar. | <input checked="" type="checkbox"/> T / <input type="checkbox"/> F |
| 2 You can't have breakfast in the hotel after eleven o'clock in the morning. | T / F |
| 3 You can't have breakfast in your room. | T / F |
| 4 You have to reserve a table for dinner. | T / F |
| 5 You have to check out before twelve in the morning. | T / F |
| 6 You have to pay \$5 a day to park your car. | T / F |
| 7 You can't load or unload your bags in front of the hotel. | T / F |
| 8 You can't smoke in your room. | T / F |

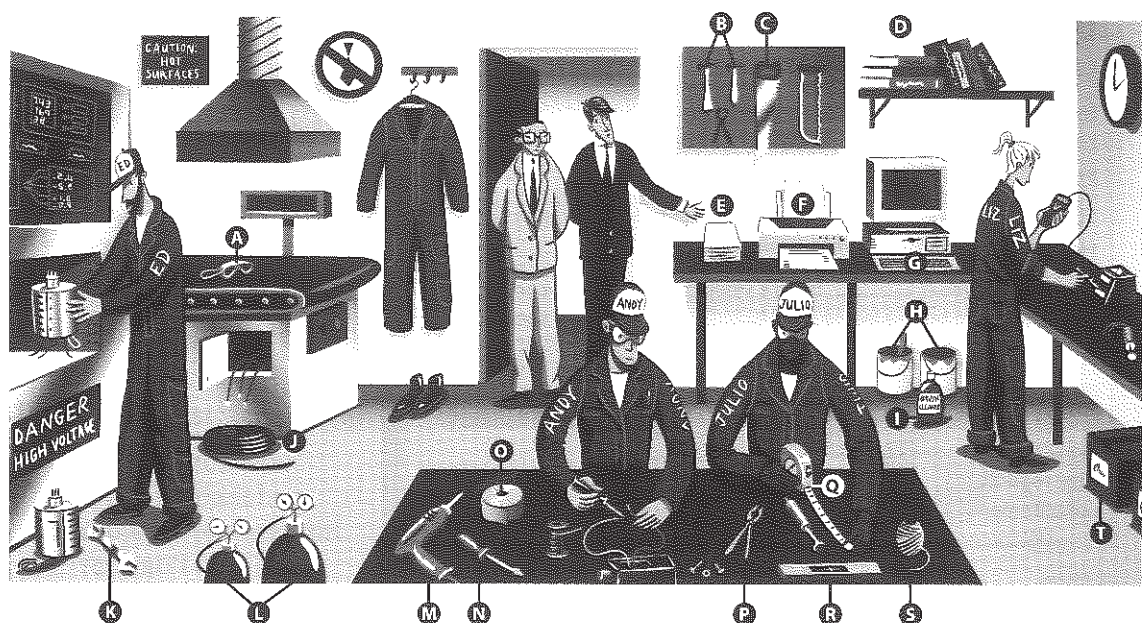
THE PLAZA HOTEL

Dear Guest
 Welcome to The Plaza Hotel.

- If you use the minibar, please fill out the drinks card and take it to reception when you check out.
- Breakfast is served from 6.00–10.30 a.m. in the Lincoln Room. If you would like breakfast served in your room, please fill out the breakfast card and leave it with reception.
- Dinner is served from 6.30–11.30 p.m. in the Roosevelt Grill on the second floor. Reservations are not necessary.
- Guests are asked to check out before 12.00 midday on the last day of their stay.
- The hotel car park is behind the hotel. Parking costs \$5 a day. Guests can park their cars in front of the hotel for a short time to load or unload their bags.
- This is a non-smoking room. Please do not smoke in this room.
- Please do not leave money or credit cards in your room. Please leave them at reception.

We wish you a pleasant stay.

Unit 12



1 Match the words with the items in the picture.

- | | | | | | | | |
|----------------|-------|----------------|-------|-----------|-------|-------------|-------|
| 1 tape measure | Q | 6 drill | | 11 tape | | 16 cable | |
| 2 pliers | | 7 manuals | | 12 paper | | 17 gas | |
| 3 spanner | | 8 hammers | | 13 paint | | 18 string | |
| 4 goggles | | 9 spirit level | | 14 boxes | | 19 printer | |
| 5 screwdriver | | 10 saw | | 15 bottle | | 20 keyboard | |

2 Erik Larsson is a production supervisor. Mr Funakoshi is a quality manager from Japan. He is visiting Erik's workshop. Complete Parts 1 and 2 of the conversation with the phrases in the list.

Part 1

's removing are servicing aren't using Is he repairing 's installing are they doing

- ERIK LARSSON This is the workshop, Mr Funakoshi. We ¹.....are servicing..... the machines.
- MR FUNAKOSHI I see. So you ²..... these machines today.
- ERIK LARSSON That's right.
- MR FUNAKOSHI I see. So, what ³..... exactly?
- ERIK LARSSON Ed ⁴..... some parts from this machine.
- MR FUNAKOSHI ⁵..... the parts?
- ERIK LARSSON No, he ⁶..... new parts.

Part 2

're soldering are they wearing are you doing are repairing 'm testing

- MR FUNAKOSHI Excuse me. What ⁷.....?
- LIZ I ⁸..... some electrical parts with a voltmeter.
- ERIK LARSSON Over here, Andy and Julio ⁹..... some broken connections. They ¹⁰..... the wires to these terminals.
- MR FUNAKOSHI Why ¹¹..... goggles?
- ERIK LARSSON Safety rules!

3 Use the words to make complete sentences.

- 1 I / install / some new software.
I'm installing some new software.
.....
- 2 I / connect / the printer to the computer.
.....
- 3 Be careful! You / stand / on the cables!
.....
- 4 She / read / the manual / in English.
.....
- 5 We / build / a new workshop.
.....
- 6 They / test / the machine now. It / work / well.
.....

4 Change the sentences into the negative form.

- 1 He's installing a new machine.
He's not installing a new machine.
.....
- 2 Lorenzo's operating the machine today.
.....
- 3 We're replacing the batteries.
.....
- 4 She's doing the tests for Mr Nikolaev.
.....
- 5 They're using the electric drill. It's working.
.....
- 6 I'm checking the connections at the moment.
.....

5 Put the words in the right order to make questions.

- 1 you / doing / are / what
What are you doing?
- 2 she / it / adjusting / is
.....?
- 3 are / what / soldering / you
.....?
- 4 the / computer / they / are / changing / why
.....?
- 5 the / leaking / are / batteries
.....?
- 6 removing / he / the / cover / why / is
.....?

6 Look at the items in 1 again. Which are countable and which are uncountable? Write the words in the boxes.

Countable
cables

Uncountable
gas

7 Complete the dialogues using *a, an, some, or any*.

- 1 A Is there^a..... tape measure in the toolbox?
B Yes, but there isn't paper or pencil to write the measurements.
- 2 A Can I help you?
B Yes, there's white paint, paintbrush, and brush cleaner over there. Can you bring them over here?
- 3 A Is there gas in the bottle?
B No, it's empty. But there are full bottles in the storeroom.
- 4 A There are cables and printer in my office. Can you take them to the workshop, please?
B Sure.
- 5 A Are there tools in the car?
B Yes, there are wrenches, electric drill, and screwdriver.
A Is there petrol in it?
B Yes, it's full.

8 Complete the conversation with the phrases in the list.

- a The key. Do you have it?
- b But I don't have any money for a new tank.
- c I'm working on my motorbike.
- d I know. That's why I'm repairing it.
- e There isn't any gasoline in it.
- f Why?

A What are you doing?

B ¹ I'm working on my motorbike.

A Why are you filling the fuel tank?

B ²

A Look! The tank is leaking!

B ³

A You can't repair it, you have to replace it!

B ⁴

A What are you looking for?

B ⁵

A No. I'm leaving!

B ⁶

A It's too dangerous here.

9 In each group, one of the words is a thing and an action. Underline the actions.

- | | | | |
|---------------|---------------|------------|-------------|
| 1 coffee | <u>staple</u> | calculator | manual |
| 2 bolt | tool | shelf | photo |
| 3 woman | clothes | nail | scissors |
| 4 cement | money | tank | chewing gum |
| 5 oxygen | glue | ruler | credit card |
| 6 information | problem | parking | screw |

10 Complete the sentences with an action word from 9.

- 1 You can staple paper, but not bricks.
- 2 You can bricks, but not leather.
- 3 You can pieces of cardboard together, but not pieces of wool.
- 4 You can pieces of plastic together, but not pieces of polystyrene.
- 5 You can pieces of wood together, but not pieces of glass.
- 6 You can two pieces of metal together, but not two pieces of cotton.