

Powerbase

Elementary

Unit 1

Complete the email with these words.

television would like business Friday message
o'clock director bigger office

To Jim Gladsome
From Gloria Benson
Subject Meeting

Dear Jim

Thank you for your _____. Yes I _____ to come and see you.
_____ would be good for me but I can come on other days. I can
come to your _____ at about 2 _____.

I am at the moment _____ of an advertising company. There are
25 people in the company. I would like to work in London for a
_____ company. I do all the _____ work but I know about
magazines and newspapers. I want to work in the music advertising
_____.

Best regards

Gloria

Unit 2

Write the plural form of these words.

- 1 boss _____
- 2 hotel _____
- 3 factory _____
- 4 employee _____
- 5 city _____
- 6 businesswoman _____
- 7 man _____
- 8 office _____
- 9 manager _____
- 10 home _____

Answers

Unit 1

Dear Jim

Thank you for your **message**. Yes I **would like** to come and see you. Friday would be good for me but I can come on other days. I can come to your **office** at about 2 **o'clock**.

At the moment I am the **director** of an advertising company. There are 25 people in the company. I would like to work in London for a **bigger** company. I do all the **television** work but I know about magazines and newspapers. I want to work in the music advertising **business**.

Best regards

Gloria

Unit 2

- 1 bosses
- 2 hotels
- 3 factories
- 4 employees
- 5 cities
- 6 businesswomen
- 7 men
- 8 offices
- 9 managers
- 10 homes