

Choose the correct word to complete the question and match it to the correct answer. Sometimes more than one verb is possible.

1 <i>Could / Would</i> we take your picture?	a Of course. Could you open the window as well?
2 <i>Will / May</i> you take this disc over to the main office?	b Sure, should I sit like this?
3 <i>May / Will</i> I open the door?	c Of course, How about a glass of orange juice as well?
4 <i>What / How</i> about changing the design of our website?	d Can I take it tomorrow? I'm busy with this report right now.
5 Why <i>can't / don't</i> we drop the price on those pants that aren't selling?	e I think it is attractive. Would you mind if we left it as it is?
6 <i>Would / Do</i> you mind bringing me back a sandwich from the snack bar?	f OK. How about a 30 percent discount?

Write four sentences that you might use at work. Write one to ask for permission, one to ask someone to do something, one to offer to do something, and one to make a suggestion.

- 1 Can you take over for me while I'm out of the office?
- 2 _____
- 3 _____)
- 4 _____
- 5 _____

Vocabulary

Key vocabulary

Read this paragraph about dining and check your understanding of the words in bold.

Some business people dine out as part of their jobs to entertain customers and discuss projects. Sometimes they go for a **buffet lunch** or on a special occasion they might have a **three-course dinner** that includes an **appetizer** or **starter**, a **main course** or **entrée**, and a **dessert**. **Beverages** are served with the meal. The **menu** tells you the food that is offered and the price of each **dish**. Places to dine vary from **restaurants** where a **host / hostess** will greet you, to **self-service cafeterias**. However, all quality restaurants will provide **waiter** service. A good waiter / waitress will make **recommendations** about the choice of dishes and drinks. At the end of the meal, it is customary in many countries for diners to include a **tip** for the service, in addition to the amount of the check for the meal itself.

Vocabulary Note

Dinner is one of the main meals of the day, whereas a *dinner* is a social event accompanied by a meal. A *diner* can be a person having a meal. A *diner* can also be a cheap, informal restaurant. *To dine* is a verb that means to eat. A person can *dine out*—eat at a restaurant or *dine in*—eat at home. *Dining* can be a noun, as in *Our restaurant offers fine dining* or a compound noun, as in *Come this way to our dining room*.

Put the words in the box into the correct group.

appetizer entrée cafeteria dessert waiter
bill / check restaurant dinner hostess tip

Places to Eat	Food and Drinks	People	Payment