



Unit 22 Job share

Practice

1 PAIRS. Practice the conversation. Then switch roles.

A: OK, let's divide our to-do list. How should we divide the work?

B: (1) Well, I can make copies.

A: That sounds good. Umm . . . (2) would you like me to print the documents?

B: Yes, thanks. And I'll (3) return Ms. Boon's phone call.

A: Oh, good. I hate returning phone calls. (4) Could you open the mail?

B: Sure, no problem. And (5) could you make the lunch reservations?

A: Yeah, I'd be happy to. (6) And what else is on our list?

B: Nothing . . . I think that's it!

Substitute

2 PAIRS. Use the substitutions in the box to create a new conversation. Practice the conversation. Then switch roles.

For example,

A: OK, let's divide our to-do list. How should we divide the work?

B: I can fax the documents.

A: That sounds good. Umm . . . would you like me to mail this package?

Student A	Student B
<p>(2) would you like me to mail this package</p> <p>(4) Could you check our email messages?</p> <p>(6) Is there anything else?</p>	<p>(1) I can fax the documents.</p> <p>(3) call Ms. Boon back</p> <p>(5) could you call the caterer for tomorrow's lunch</p>

Personalize

3 PAIRS. Role-play the conversation. Use your own words for the underlined parts. Then switch roles.