

Unit 3 - Jones

1. Don't pretend you have not understood that you still owe us a lot of money.
2. She didn't rely on her memory and she made notes.
3. Will you follow my advice? *pozn. advice – rada, rady (v A nemá množné číslo), advise – radit/poradit*
4. What does our new Personnel Manager look like?
5. Today we are attending a training session on quality control.
6. He doesn't deserve a pay rise.
7. The shipment is being unpacked now.
8. Which aspects can be improved by practice? *pozn. practice – praxe, practise – procvičovat*
9. They hardly ever deliver goods promptly.
10. Is anybody taking Mr. Allen's telephone calls while he is working at home?

1. How did the misunderstanding arise/happen?
2. I'd like to make a collect call/ reverse charge call.
3. Can you put me through to extension 56?
4. I cannot get through, their line is always busy/engaged.
5. Would you mind arranging it?
6. I don't know if they accept or reject our offer.
7. They requested confirmation of receipt of samples sent by airmail.
8. If you don't want to be disturbed, you can leave the phone off the hook.
9. Before calling she found out what time it was in Sydney.
10. At the trade fair you expressed an interest in our laboratory measuring equipment.