

Revision

1 Communication

Choose the best word to complete each sentence.

- 1 Liam is a very *articulate* /*responsive* speaker. He expresses his ideas clearly and effectively.
- 2 The product presentation was *rambling* /*sensitive*. It included a lot of useless information, and no one really understood the point.
- 3 Your talk is limited to 10 minutes, so you need to be *responsive* /*succinct*. If you don't stick to the point, you won't have time to say everything.
- 4 Bill is *extrovert* /*focused*, so he really enjoys giving presentations. He loves being the centre of attention and talking to people.
- 5 I'm afraid I still don't know anything about the launch. The Marketing Manager gave a presentation about it, but he wasn't very *hesitant* /*coherent*. I don't think he was prepared.
- 6 I've asked Elise to attend the meeting. She's very *persuasive* /*inhibited*, and I think she can get a good deal for us.
- 7 I really enjoy listening to Pietro negotiate. He's *reserved* /*eloquent* and knows the business very well, so he speaks with great authority.
- 8 To be a *fluent* /*concise* speaker, you need to practise speaking so that your words flow naturally.
- 9 Veejay *interrupted* /*confused* Simon's talk and asked several questions. He should have waited until Simon had finished.
- 10 Let's not *clarify* /*digress* from the main point. We haven't got much time.
- 11 Speakers can *explain* /*engage* the audience by telling interesting personal stories and by making eye contact.
- 12 You have to concentrate and *listen* /*ramble* to the questions the audience asks.

Complete the conversation below with the words in the box.

bush grapevine loop mouth picture stick wall wavelength

A: Have you seen Marco today?

B: No. Why?

A: Oh, I just wondered.

B: Don't beat about the¹. Why are you asking?

A: Well, I heard on the² that he's been promoted.

B: Really? Are you sure you didn't get the wrong end of the³?