REVIEW FOR FINAL EXAM – BUSINESS 1

B Giving advice



Here is some advice for giving a presentation. Choose verbs from the box below to fill the gaps, as in the examples. Put the verbs in the negative form where necessary.

use	look	~~write~~	speak	answer
ask	read	check	pause	~~prepare~~

Secrets of a successful presentation

- *Prepare* [1] your presentation in advance. *Don't write* [2] everything you want to say – just the main points.
- ..... [3] at your audience. ..... [4] your notes all the time.
- ..... [5] visual information to illustrate your presentation, and ..... [6] that everybody can read it.
- ..... [7] too quickly. ..... [8] every two minutes to give people time to think about what you're saying.
- ..... [9] your audience to wait until the end to ask questions. ..... [10] questions immediately.

B *Like* and *would like*

1 Choose the correct word or expression in italics.

1 I *like / 'd like* working for my company.
2 I *wouldn't / don't* like to be a politician.
3 I *'d like / like* to go to France for my next holidays.
4 They *don't / wouldn't* like going out to restaurants.
5 What *do / would* you like to do this evening?
6 *Do / Would* you like something to drink?
7 What sort of things *do / would* you like doing in your free time?

LIVEWORKSHEETS

A *Was* and *were*

Complete these dialogues with the appropriate form of *was / were*.

1. A: Hello, Emil. Where .....[1] you yesterday?
   B: I .....[2] at a meeting.
   A: .....[3] it interesting?
   B: No, it .....[4] There .....[5] many people there.

2. C: Good morning, Hiromi. How .....[6] your holiday?
   D: I .....[7] on holiday, I .....[8] sick.

3. E: There .....9 two red files on my desk yesterday. Where are they now?
   F: They .....[10] there when I left last night. John .....[11] here. Maybe he took them.

B Past tenses

1. Complete this grid by filling in the gaps in the sentences on the right.

	11							
1	T	_	_	_	E	D		
2	_	X	P	_	_	_	E	D
3	L	_	_	T	_	N	E	D
4	_	N	_	E	D			
5	P	_	_	_	E	D		
6	_	A	_	E	D			
7	_	P	_	_	E	D		
8	_	O	_	_	C	E	D	
9	E	_	_	_	_	_	E	D
10	_	E	C	_	_	E	D	

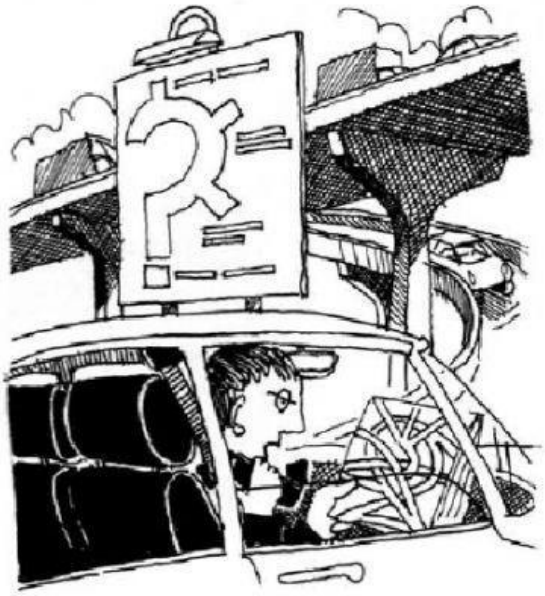
She was Italian but we ..... in French.
I ..... them to come at 4.00 p.m. but they arrived at 3.00.
My boss ..... to me very carefully.
The meeting ..... at 7.00 p.m.
I'm sorry, but I ..... the letter this morning.
When I was young I ..... maths.
She ..... the letter immediately.
When I arrived I ..... something strange.
In the sixties the company ..... 20,000 people.
We had no food at home so we ..... to eat out.

LIVEWORKSHEETS

C Question making

A business person is answering questions about a recent trip. Make the questions, as in the example. Choose the question words from the box below.

what?	why?	what time?	who?	when?	how?	where?



1	Where did you stay?	I stayed at the Holiday Inn.
2	.....	I visited Hans Klinger.
3	.....	I arrived on Wednesday.
4	.....	I travelled by car.
5	.....	I hired a car because the factory is 30 km outside the city centre.
6	.....	We discussed a new contract.
7	.....	I arrived back yesterday.
8	.....	I started work this morning at 9.00.
9	.....	I telephoned Hans Klinger at 9.15.
10	.....	He signed the contract yesterday.

D Welcoming

Match a sentence from 1–10 with a reply from a–j.

A		B	
1	Thank you for coming to meet me.	a	Yes, thanks, I did.
2	Is this your first visit here?	b	It starts at 10.00.
3	How was your journey?	c	That would be nice.
4	Did you sleep well?	d	No, that's OK. It's not very heavy.
5	Can I show you around?	e	In the car park. It's not far.
6	Would you like a coffee?	f	No problem.
7	I'm afraid the computer is down.	g	Yes, please. Black if possible
8	Where's your car?	h	That's a pity.
9	What time is our meeting?	i	No, I came here as a student.
10	Can I take your bag?	j	Fine, thanks. Everything was on time.

LIVEWORKSHEETS