

Progress test

Working with words

Complete these sentences with a word from each list.

return financial business start-up gap network
venture

investment capital market contacts backing
capitalist plan

- 1 In a competitive business, you can only succeed if you see a new _____ in the _____.
- 2 I think you'll need about €50,000 as _____ to launch your new company.
- 3 If you look at our _____, you'll see it contains our financial estimates.
- 4 I'd rather borrow the money from my parents than have to share the profits with a _____.
- 5 If I lend you €30,000 to set up the business, what do you expect will be the _____ on my _____?
- 6 A business angel could give you some extra _____, until you start making a profit.
- 7 We made use of our large _____ of _____ and found people who could help us.

Choose the correct answer from the words in *italics*.

- 8 This project is *totally* / *extremely* risky. Be careful!
- 9 My new member of staff is *totally* / *hugely* useless.
- 10 You've been *incredibly* / *completely* helpful. Thanks a lot.
- 11 Their plan is *extremely* / *absolutely* ridiculous.
- 12 This system is *really* / *absolutely* complex.

Business communication skills

Complete the conversations with phrases a–k.
Write the letters in the spaces.

- a Send me the details
- b Could you do me a favour?
- c since you're
- d Actually, that's the reason why

- e What have you been up to?
 - f Then let's talk about it over dinner.
 - g Could you put me in touch with
 - h How's life treating you?
 - i The thing is
 - j When was the last time we saw each other?
 - k I'll certainly think about it.
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- 1 A Jose, I don't believe it!
B Tonya! How are you?! ¹³ _____
A Oh, the same old things ... still working for TTB. What about you?
B I've had a couple of jobs since I left TTB but I've just set up on my own. Which reminds me. ¹⁴ _____
A Sure.
B ¹⁵ _____, I've been looking for a document recently on website insurance. I think I left it at TTB.
A Well, I'm not sure. ¹⁶ _____ and I'll see what I can do.
 - 2 A It's good of you to meet me this morning.
B Don't mention it. ¹⁷ _____
A At that conference in Lisbon.
B That's right. ¹⁸ _____
A Not bad, though I've had problems with my employer. ¹⁹ _____ I asked to meet. ²⁰ _____ anyone who might have a position, ²¹ _____ well known in the business?
B ²² _____ Why don't we have a drink first.
²³ _____

Language at work

Choose the correct answer from the words in *italics*.

- 24 I've *called* / *been calling* her all afternoon and she still hasn't got back to me.
- 25 They've *sent* / *been sending* me the final report. I just need to check it.
- 26 I've *worked* / *been working* in this department while two of their staff are away.
- 27 I hope they've *kept* / *been keeping* you busy. How much longer are you on secondment here?
- 28 We've finally *agreed* / *been agreeing* the deal and the contract has been signed.
- 29 She's *applied* / *been applying* for a new job. I think the interview for it is next week.
- 30 Hello! I haven't *seen* / *been seeing* you for ages!