

# Review 2

- 1** Answer the following questions about the previous units in **NO MORE THAN FIVE WORDS**. This will help you practise keeping to word limits.

- 1** What was your favourite topic from units 4–6?
- 2** What was the best exam tip you read in these units?
- 3** What did you learn about nature from unit 5 that you did not already know?
- 4** Have your feelings about the IELTS exam changed since starting to practise with this book? How?

- 2** Use these linking words to complete the text.

also    in fact    for example    and    such as    although    however

(1) ..... the communication process is always the same, it can take many different forms depending on the type of communication. (2) ....., in non-verbal communication, the code used could be gestures, body language, eye contact (3) ..... facial expressions, (4) ..... a smile.

From the above examples, it will be clear that communication is not just about the transfer of ideas; it is (5) ..... about feelings and emotions.

In a business context, meetings are often conducted in quite a relaxed way, with participants using first names and informal language. (6) ....., as soon as the meeting is official, minutes will be kept, following a standard format. What may first seem an informal situation may, (7) ....., be more important than it looks.

## Exam tip

You will understand a text better if you think about why the writer wrote it and who the text was written for.

- 3** Answer the following questions about the text in exercise 2 by choosing a, b, c or d.

- i* Where do you think the passage first appeared?
- a** in the introduction of an academic article
  - b** in a beginners' textbook for business students
  - c** in a general interest magazine aimed at young adults
  - d** on a website from a business corporation

ii What was probably the main reason why the writer wrote the text?

- a to inform the reader about the topic of communication
- b to inform the reader about the difficulties of relationships in business contexts
- c to persuade the reader of his/her opinion about communication
- d to question generally held beliefs about business communication

**4** Match the following words to make collocations that were mentioned in units 4–6.

- |                        |                      |
|------------------------|----------------------|
| <b>1</b> product       | <b>a</b> ad          |
| <b>2</b> facial        | <b>b</b> town        |
| <b>3</b> public        | <b>c</b> placement   |
| <b>4</b> advertising   | <b>d</b> pursuits    |
| <b>5</b> natural       | <b>e</b> process     |
| <b>6</b> newspaper     | <b>f</b> history     |
| <b>7</b> coastal       | <b>g</b> expression  |
| <b>8</b> communication | <b>h</b> library     |
| <b>9</b> formal        | <b>i</b> information |
| <b>10</b> women        | <b>j</b> agency      |
| <b>11</b> outdoor      | <b>k</b> explorers   |
| <b>12</b> veterinary   | <b>l</b> surgeon     |
| <b>12</b> financial    | <b>m</b> animal      |
| <b>14</b> marine       | <b>n</b> register    |

**5** Can you name the following objects or animals that you might see on a marine walk?



**1** .....



**2** .....



**3** .....



**4** .....

**6** Correct the mistakes, if any, in the following sentences.

- 1** The secretary wrote the minutes of the meeting outlining the disagreements we reached.
- 2** There are about seven billion people in the world. In fact, about 1.3 billion of them live in China.
- 3** I always get ground under my fingernails when I am gardening.
- 4** My aunt is the only sibling I have left.
- 5** Pickling and drying are methods of food preservation.