

3 Read these extracts from audio 35▶ and 36▶. Match the linking words in bold meanings 1–4.

- a I'll be happy for Brett to be on the team, **provided** you replace one of the trainees
 - b **Unless** we get this list to HR before Friday, we won't be sending anyone.
 - c We can't send all our best people **in case** we need them here.
 - d **Supposing** we stretch the budget a little, why don't we take on two contract workers
- 1 if not _____
 - 2 if and only if _____
 - 3 just imagine _____
 - 4 because something might happen _____

» For more information and exercises, go to Practice file 9 on page 119.

4 Work with a partner. Take turns to complete these sentences using the words in *italics* and your own ideas.

- 1 I can probably get you a better discount *provided* ...
- 2 We can't give you a guaranteed delivery time *unless* ... / *in case* ...
- 3 *Supposing* I agree to an extra 14 days' credit ...
- 4 *Unless* / *Provided* that you take out a year's subscription ...
- 5 We offer free customer support *in case* ... / *as long as* ...
- 6 *Supposing* I finished those sales figures for you ...

Context

Dermot and Johanna are leaders of two different teams in a financial services company. They have been given the task of creating a third team from their existing staff to set up a new branch in another country.

2 35▶ Match 1–7 to a–g to make phrases. Then listen again and check.

- 1 What we need ... ____
 - 2 The areas we need ... ____
 - 3 If we did that, ... ____
 - 4 How about we look ... ____
 - 5 Supposing we stretch the budget a little, ... ____
 - 6 If we only have four experienced staff in the new team, ... ____
 - 7 I'm happy ... ____
- a we'd end up with two weaker teams ...
 - b to discuss are ...
 - c to decide on today is ...
 - d with that.
 - e why don't we take on two contract workers ...?
 - f at our team members' individual strengths?
 - g we won't lose our best workers.

1 Match 1–8 to a–h.

- 1 Many women feel there is a glass ceiling ... ____
 - 2 Some banks have a corporate culture which ... ____
 - 3 I could take early retirement which ... ____
 - 4 He felt the new job was a sideways move ... ____
 - 5 When the factory downsized ... ____
 - 6 Setting up a new company involves dealing with official agencies and ... ____
 - 7 To save costs, the company made ... ____
 - 8 I can't move house because of the children's schools, so ... ____
- a would mean stopping work at 55 rather than 65.
 - b relocation is not an option.
 - c a lot of rules and red tape.
 - d rather than a promotion.
 - e a lot of the staff redundant.
 - f is very masculine and competitive.
 - g a third of the workers were laid off.
 - h stopping them from getting top jobs.

2 Complete these sentences. Use the answers to complete the puzzle and find the hidden word.

- 1 It's a lot cheaper to try and _____ staff than to continually find replacements.
- 2 Management failed to adequately _____ the project with experienced personnel.
- 3 Management want to _____ several staff to our new store on the outskirts of the city.
- 4 When they _____ the new Operations Manager, everyone will be informed immediately by email.
- 5 We believe in job _____ and giving you the opportunity to do different jobs in the company.
- 6 We intend to _____ a lot of time and money in the new HR department.
- 7 Two _____ vacancies must be filled as soon as possible.
- 8 You start at the bottom, and if you do well and work hard, the company will _____ you.

4 36▷ Listen again and complete these phrases.

- 1 Let's _____ the situation.
- 2 I _____ you three, but _____ three from your team to
- 3 If you _____ Brett, I _____ Jamie, Pascal and Timo
from my team.
- 4 I _____ Brett to be on the team, _____ replace one of
the trainees with ...
- 5 _____ this list to HR before Friday, we _____ sending
anyone.
- 6 So, _____: if I send Brett ..., you'll send Sabrina ...
- 7 I _____ that.

Key expressions

Outlining points for discussion

What we need to decide on today is ...

The areas we need to discuss are ...

Let's look at what our options are.

Putting forward proposals

One option would be to ...

How about we ...?

What I propose is ...

Let's keep our options open ...

Supposing we ..., why don't we ...?

Stating consequences

We'd ..., if we did that.

That'll solve the problem.

It just wouldn't work if ...

Unless we ..., we won't ...

Bargaining

I could offer ..., but I'd expect ...

If you guaranteed ..., I'd let you have ...

I'll be happy ... provided you ...

Reaching agreement

I'm happy with that.

I can live with that.


That sounds like a plan / deal.

Summarizing the situation

Let's just summarize the situation.

So (who) have we got so far?

So, a quick recap ...

 **» Interactive Workbook**
» Phrasebank

You are at the meeting with your colleagues trying to find a better solution how to retain the staff. Use the following phrases to express your point of view.

Supposing we...

One option would be to...

I'll be happy... provided you...

If you guaranteed, I'd let you have...

1 Anton and Carolina from the workers' council are meeting with Bob from HR to negotiate the annual staff trip. Complete this extract from their meeting with the correct answer from 1–10 below.

Anton What we need to ¹ _____ on today is what to do for the staff trip. Let's look at what our ² _____ are.

Carolina ³ _____ about we charter a plane to Morocco for a weekend?

Anton We do have that on our list of options, but ⁴ _____ need to stretch the budget if we did that.

Carolina Yes, you're right. Bob, how does HR view things? What can you ⁵ _____ us?

Bob Well, the worker's council always offers a staff trip – so we can't stop this – but what we ⁶ _____ is it should be educational as well as entertaining.

Anton You mean, ⁷ _____ we include something cultural we can choose any of our suggestions?

Bob Yes. Let's say you take the Morocco option. ⁸ _____ you offer excursions to places of interest as part of the package, HR might veto the whole trip.

Carolina OK. We can ⁹ _____ with that and would organize the trip to comply with HR's wishes.

Anton So, a quick ¹⁰ _____ – if ...

- | | | | | |
|----|-----------------|-------------|------------|---------------|
| 1 | a talk | b meet | c decide | d discuss |
| 2 | a possibilities | b options | c opinions | d alternative |
| 3 | a What's | b Who | c Why | d How |
| 4 | a we'll | b we | c we'd | d we've |
| 5 | a lend | b help | c propose | d offer |
| 6 | a plan | b propose | c aim | d intend |
| 7 | a provided | b would | c were | d supposing |
| 8 | a until | b providing | c unless | d if |
| 9 | a be | b remain | c stay | d live |
| 10 | a review | b recap | c repeat | d outline |