

Match these sentence halves.

- 1 According to the latest report our consultant has submitted,
- 2 Firstly, the timing is far from ideal,
- 3 In addition, the same employees have sometimes expressed dissatisfaction
- 4 In my opinion, there are two main
- 5 Secondly, some employees seem unhappy
- 6 This is particularly true for seminars

- a) held on Mondays and Fridays.
- b) at the way Jeffrey Hiley conducts the workshops.
- c) attendance at retraining seminars is declining.
- d) especially on Friday after a full working week.
- e) reasons for this situation.
- f) that they were not involved in choosing the topics.

C Put sentences 1–6 in Exercise B in the correct order to make a section from a report.

a) 1 b) c)

d) e) f)

D Now complete the next section of the report with items from the box.

recommendations	appropriate to	aware of	decisions
in order to	so that		

In order for such seminars to be worth their cost, I would like to make several *recommendations*.¹

Prior to any training programme, we should:

- carry out an in-depth needs analysis² ensure that the content of the training is³ the needs of our company;
- conduct individual interviews with prospective participants,⁴ we can evaluate their level of motivation;
- ensure that all staff are fully⁵ the purpose of the proposed training, and involve them in⁶ about topics, format and length.

E Read the passage below about the changing concept of work.

- In most of the lines **1–10** there is **one extra word** which does not fit. Some lines, however, are correct.
- If a line is **correct**, put a tick (✓) in the space provided.
- If there is an **extra word** in the line, write that word in the space.

For many of us, work is still a place where we go each day. However, the whole concept of a work and leisure is changing, and for an increasing number of people around the world, work is no longer a place to go but something they do.

A substantial number of companies have already introduced a flexible working in policy. This gives their staff a greater degree of choice about when and where they work out. It also enables for them to achieve a balance between their personal and business lives. People with parental responsibilities, for example, value our flexibility enormously. Many companies now offer parents and the option to become 'homeworkers' who finish work early afternoon to spend up the rest of the day with their children, and do the rest of their work when the children are asleep.

1✓.....

2a.....

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