

Match the following phrases with their meanings.

- a Our company **has secured** a huge contract with Mobelitec.
- b GBF **have been keeping** me very busy.
- c Since you left GBF, life's **been** extremely hectic.
- 1 a state that started in the past and is unchanged ____
- 2 a continuous activity that started in the past and is still going on ____
- 3 a finished activity with an end result ____

Continue the following phrases with your own ideas.

1.Syngenta has secured...

2.Marketing Department has been ...

Choose the best ending for every phrase.

- | | |
|---|--|
| 1 I've worked out a final price,
I've been working out a final price | a but I'm still waiting for a couple of figures.
b and it's lower than the original estimate. |
| 2 I've been calling Mrs Fischer
I've called Mrs Fischer | a but I can't get through to her.
b and left her a message. |
| 3 I've worked with Karen
I've been working with Karen | a because her supervisor is on sick leave.
b for over 30 years. |
| 4 We've been hiring
We've hired | a a manager and three supervisors.
b people for the new factory. |

You're planning to start a new business. Look at the table below and tell what has already been done; you have been doing for some period; you are planning to do

Ongoing this week	Done	Not done
• Contact estate agents in all possible locations. • Check local newspapers for business premises to rent. • Research transport links in all the possible locations.	• Discuss required features of a business location with business adviser. • Make list of possible business locations.	• Go to any of the possible locations.

1 Complete these sentences with the best option.

- 1 It was obvious there was a _____ in the market for more affordable lenses.
a space b break c gap
- 2 Unless we can secure more financial _____, we won't be able to go ahead with our expansion plans.
a approval b backing c aid
- 3 My advice is to build up a _____ of contacts who can offer advice and support to your business.
a network b system c connection
- 4 How much start-up _____ do you need for equipment, rent and supplies for the first year?
a wealth b assets c capital
- 5 Some start-ups get funding from business _____ who can offer advice as well as money.
a guardians b messengers c angels
- 6 Investors will want to look at your business _____ in detail to assess the potential of your idea.
a map b plan c chart
- 7 We need a lot of funding to start the business so we're going to approach a _____ capitalist.
a business b venture c project
- 8 Banks are wary of giving _____ to start-ups – they prefer to finance businesses already in profit.
a stocks b assets c loans
- 9 Most investors want to be confident they'll receive a good return on _____.
a investment b asset c speculation
- 10 It was announced today that SFR Ltd has bought a 60% _____ in Lin Productions.
a portion b stake c piece

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

- 1 This proposition is *hugely* / *totally* ridiculous – there's no way we can agree to it.
- 2 So far we've had *a really* / *an absolutely* successful year.
- 3 Their demands are *extremely* / *absolutely* outrageous.
- 4 The prices you've been quoted seem *completely* / *incredibly* high.
- 5 The concept is extremely *brilliant* / *clever* – there's no way it could possibly fail.
- 6 The procedure is *really* / *absolutely* complex, but I'm sure you'll understand it fairly quickly.
- 7 It's totally *impossible* / *difficult* to cut costs any more.
- 8 Researching an appropriate business model is *completely* / *hugely* important before looking for funding.

1 Two business acquaintances meet up at a trade fair. Correct the mistakes in the phrases in *italics* in their conversation.

Barbara Is that you Josef? ¹*What you do here?*

Josef Hello, Barbara ²*I don't see you for ages.*

Barbara ³*How does life treat you?*

Josef I've been working on a big project for Avrim. ⁴*How's you with business?* _____

Barbara Well, I've moved house, changed jobs and I'm about to set up on my own. Actually, with that in mind, ⁵*could you make me a favour?* _____

Josef If I can – what do you need?

Barbara ⁶*The things is, I look for someone* _____
_____ to come into partnership with me.
Would you be interested?

Josef Me? ⁷*That not something I can deciding on right now.*

Barbara OK. I'll email you the details and maybe we could discuss it over lunch.

Josef Well, ⁸*I'll surely think about it.*

1 Complete these sentences with the present perfect simple or present perfect continuous form of the verbs in brackets.

- 1 I can certainly recommend Mr Hiro to you – I _____ (know) him for a long time.
- 2 The Finance Director is in Hong Kong – he _____ (stay) at the Excelsior for the last two weeks.
- 3 Someone _____ (use) my printer – feel how hot it is – and half the paper's gone!
- 4 We _____ (negotiate) the new contracts since May, but we still can't agree.
- 5 I _____ (read) the report, but I haven't got to the final recommendations yet.
- 6 I _____ (go sailing) for five or six years now – I go most weekends.
- 7 So far we _____ (have) over 400 complaints, so we've definitely got a problem.
- 8 I'm sorry for the delay – _____ (you / wait) long?
- 9 I _____ (try) to get in touch with customer service for days but the line is always busy.
- 10 It _____ (rain) for days and days – when is it ever going to stop?