

I. VOCABULARY & GRAMMAR

Business Result Pre-Intermediate

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

1. We offer many different services, but we *operate / specialize / produce* in cleaning and hygiene.
2. Adidas has several *competitors / subsidiaries / products*, including Reebok and Nike.
3. Generally speaking, our *employees / sales / makes* are very happy in their work.
4. The company is *operated / produced / based* in Slough, just outside London.
5. Last year, the company's *offers / sales / nationalities* increased by 10%.

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

6. This week John *works / is working* on a big contract with Nike.
7. How often *does your company work / is your company working* with outside consultants?
8. Sorry I can't speak to you now, I *expect / 'm expecting* a call from our Paris office.
9. *Are you working / Do you work* very hard at the moment?
10. The Sales Director *uses / is using* this room every Tuesday.
11. I can't give you a decision at this time. The Sales Director *thinks / is thinking* about your proposal.
12. Hello, this is a message for Paul Timms. Paul, I *just leave / 'm just leaving* now. I'll be with you in about ten minutes.
13. The main problem with my job is that it *doesn't involve / isn't involving* any contact with the customers.

C. Write the questions for the answers. Use the correct form of the word in brackets.

- 14 I work in HR. (department)
_____?
- 15 About 15,000. (employ)
_____?
- 16 I'm planning a trip to Hong Kong. (at the moment)

- _____?
- 14 Tea, please. (prefer)
_____?
- 17 About six times a year. (visit Japan)
_____?
- 18 He's Swedish. (come)
_____?
- 19 I'm here until next Thursday. (stay)
_____?
- 20 In 2005. (move here)
_____?
- 21 Not very much. (know about the Australian market)
_____?
- 22 Parts for car engines. (produce)
_____?

Summit 1A

Complete each sentence with the gerund or infinitive form of the verb.

1. _____ hard is important in this company.
(work)
2. Amy volunteered _____ at the shelter after the storm.
(help)
3. Shawna's dream is _____ a doctor someday.
(be)
4. Roger apologized for _____ late.
(arrive)
5. Is that book short enough _____ in one night?
(read)
6. It's important _____ yourself some time to relax every day.
(give)
7. We considered _____ to California for our vacation.
(go)
8. We got to the exhibit early _____ the crowds.
(avoid)
9. It's too hot _____ soccer. Let's just go for a walk instead.
(play)

II. READING

Read this email and choose the best answer for each question below.

Hi!

I've been meaning to write for ages and finally today I'm actually doing something about it. Not that I'm trying to make excuses for myself, it's been really hard to sit down and write, as I've been moving around so much. Since we last saw each other I've unpacked my bags in four different cities. This job has turned out to be more of a whirlwind than I expected, but it's all good!

I went from London to Prague to set up a new regional office there. You know I'd always wanted to go, but maybe I was imagining Prague in spring when I used to talk about that. Winter was really hard, with minus 15 degrees in the mornings and dark really early in the evening. But at least it was blue skies and white snow and not days on end of grey skies and rain, like at home. It's tough being away from home over Christmas, though, and Skype on Christmas Day wasn't really the same as being with everyone.

From there I was on another three-month mission to oversee the set-up of the office in New York. Loved, loved, loved New York! It's like being in one big TV show, as everywhere looks just a little bit familiar. I did every tourist thing you can think of when I wasn't working, and must have spent most of my salary on eating out. It was really hard to leave for the next job, especially as I kind of met someone (!) More about Michael later ...

So then I was posted to LA, which felt like a whole other country compared with the East Coast. I could definitely get used to that kind of outdoor, beach lifestyle, but I didn't spend as much time getting to know California as I could have because I was flying back to see Michael every other weekend. He came to see me when he could, but his job means he's often working at weekends, so he couldn't make the flight very often. Those three months flew by and then I was off again, to Frankfurt, which is where I am now. And ... so is Michael! He got a month off work and we're trying to work out how we can be in the same place at the same time for a while. We figure the first step in that direction is getting married, which is also why I wanted to write – I can't get married without my oldest friend there! The wedding's going to be at home in London in September and I hope you can come!

Anyway, tell me all your news and I promise not to leave it so long this time!
Lots of love,
Kath

1. Match the cities with the descriptions.

Prague London LA Frankfurt New York

- A. Where she will get married _____
- B. A city that wasn't what she expected _____
- C. An expensive place _____
- D. A place she didn't really see much of _____
- E. The most recent city she's lived in _____

4. Kath says Christmas was ...

- A. exciting because she was in a new place.
- B. difficult because she missed her family.
- C. as good as usual thanks to technology.

2. Recently, Kath has been ...

- A. making an effort to email people she knows.
- B. too busy to even think about writing emails.
- C. thinking about writing an email to her friend.

3. Prague was ...

- A. better than Kath imagined.
- B. just as Kath imagined.
- C. not as nice as Kath imagined.

5. In New York, she spent most of her money on ...

- A. tourist attractions.
- B. restaurants.
- C. a TV..

6. Kath and Michael are ...

- A. thinking about how to spend more time together.
- B. working out where to hold the wedding.
- C. planning to get engaged.

III. LISTENING

Choose the best option to complete the sentences.

1. The objective of the meeting is to... a. decide on the role of each team member. b. agree when each phase of the project will happen. c. improve team communication.	4. Carolina doesn't say much at first because ... a. she doesn't have a specific opinion on the topic. b. she is worrying about something else. c. she is considering people's suggestions.
2. Emiko wants ... a. to be told what to do. b. everyone to make a decision together. c. to check the decision with the head office.	5. The decision they take is based on ... a. a vote. b. a recommendation from Jani's boss. c. a majority decision to follow the team leader.
3. David... a. prefers a structured approach. b. is happy to take a flexible and agile approach. c. agrees with the decision they make in the end.	6. David suggests they should... a. allow some extra time later in the project. b. get help from another team. c. use an online project management tool.

IV. WRITING

The idiom “Stop and smell the roses” reminds people to relax, take time out of our busy schedule to enjoy or appreciate the beauty of life.

How does this saying relate to you and the people around you? Write an essay exploring the meaning and significance of this idiom. (Try to write no more than 300 words.)