

Working with words

Choose the correct words in *italics*.

- I've never seen a product like this before. It's really *reliable* / *original*!
- How did you come *up* / *out* with that idea? It's great.
- The electric car is a great *innovation* / *original*. It will replace the petrol engine and so reduce the effects of climate change.
- When I first started in business, I had lots of *obstacles* / *catalysts* to get past because I didn't have a lot of qualifications.
- This new mobile contains highly *reliable* / *sophisticated* technology. It's state-of-the-art!
- We're a *revolutionary* / *traditional* company with a long history of providing quality clothes to older customers who have quite conservative tastes in clothing.
- Sorry, but I don't think I follow the basic *concept* / *brainchild* for your idea.
- He's a young, *simple* / *dynamic* executive with a great future!

Language at work

Complete these sentences with the superlative form of the adjectives in the list.

bad expensive friendly happy high late low valuable well-known

- Resigning from my job was probably the _____ decision I've ever made.
- The _____ mistake we made was investing in that company. They went bankrupt within days and we lost so much money.
- I think Ireland is one of the _____ countries I've ever visited. Everyone is so nice!
- I'd say that your employees are your _____ asset by far.
- You got the second _____ sales results in the division. Well done!
- Unemployment has fallen to its _____ point in ten years. Most people can get a job nowadays if they want one.
- R&D have sent over the designs for their _____ innovation. I hope this one works!
- Disney is probably _____ for its films for children.
- Everyone is really positive at the moment. The team seem _____ when they have clear aims and objectives.

Business communication

Complete the presentation with words from the list.

morning and First we'll look at you can see take your questions let's look I'd like to begin

Good ¹⁸ _____ thanks for coming.
¹⁹ _____ by outlining the aim of this meeting.
²⁰ _____, I'll give an overview of the current situation with regard to staff organization. Then,
²¹ _____ our proposal for some changes, and finally I'll ²² _____. So, ²³ _____ at this slide. As ²⁴ _____, it shows you the company structure ...

Complete another section of the presentation with words from the list.

's everything I want this is a good idea reason for this You'll notice that Are there for listening

²⁵ _____ this chart shows the company has spent more this year on freelancers. The main
²⁶ _____ is that we now employ fewer full-time specialists and designers. We think
²⁷ _____ as we have completed the main design stage and have moved onto the construction stage. We expect the number of employees in this section to rise over the next 12 to 18 months. Well, I think that
²⁸ _____ to say at the moment. Thanks
²⁹ _____, ³⁰ _____ any questions?

Result _____ / 30 marks

Unit 12 Speaking test

Role card

This Speaking test has only one role card because each student has to give an individual presentation. Copy this page and cut out the role card for the student. Then use the Speaking test results form to evaluate the student's performance. You can then cut out the results and give them to the student.

----- cut along this line -----

You are in charge of creating a new mission statement for your place of work (or study).

- 1 Prepare your new mission statement and write it out. It should be no more than twenty words.
- 2 Now prepare and give a short (five-minute) presentation. Follow these three stages.
 - a give a brief overview of your place of work (or study)
 - b explain what you want to emphasize about it in the mission statement
 - c present the final mission statement

Don't forget to begin and end your presentation appropriately, and be prepared for questions at the end!

Make sure you prepare a visual aid with the mission statement written on it for stage c.

Unit 12 Speaking test results

Use this form to evaluate the student.

----- cut along this line -----

Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
start the presentation			
give an overview			
refer to visuals			
close the presentation			
invite questions or comments			

Result _____ / 10 marks

----- cut along this line -----