

Working with words

Choose the correct words in *italics* 1–7.

- Journalist** Will the fact that so many companies are now outsourcing ¹*lead to* / *free up* major job losses over here?
- Politician** Certainly jobs in ²*infrastructure* / *sectors* such as telecommunications and IT could be affected.
- Journalist** But this means ³*skilled* / *offshore* workers are out of work. Where will they find new jobs?
- Politician** Well, of course, companies will retain their core ⁴*activities* / *economy* which will always need well-qualified people with expertise. I also want to add that outsourcing is necessary for companies to ⁵*gain* / *get through* a competitive edge, as it helps companies ⁶*improve* / *achieve* lower costs in overheads. Without ⁷*streamlining* / *achieving* their operations they won't survive in the global economy.

Business communication

Complete sentences 8–17 with the words from the list.

turn notice look move show send leave mention relates see

- 8 Statistics _____ that export growth is at 5% this year.
- 9 You will _____ on this chart how many jobs have been lost.
- 10 Have a _____ at these figures.
- 11 A further point to _____ is that Bangalore has a highly-trained workforce.
- 12 Let's _____ our attention to the effects of this.
- 13 Looking at this slide, we can _____ the reason for the fall.
- 14 We've looked at India, so let's _____ on to China.
- 15 This next part _____ back to what I was saying earlier.
- 16 Before I go today, I'd like to _____ you with some food for thought.
- 17 The message I'd like to _____ you away with today is this ...

Put the words in brackets in the correct order to complete sentences 18–21.

- 18 _____ this slide.
(at / a / have / let's / look)
- 19 _____ a well-qualified workforce. (indicates / research / recent)
- 20 _____, there are many new opportunities. (earlier / I / mentioned / as)
- 21 _____ will be improved communication. (this / a / of / effect / knock-on)

Language at work

Rewrite sentences 22–30 using the passive or active form.

- 22 A business award has been given to him.
He _____.
- 23 We expect he will leave straightaway.
It is _____.
- 24 You are being fired. I have made the final decision.
You are being fired. The final decision _____.
- 25 Sue still hasn't fixed the problem with all the computers.
The problem with all the computers _____.
- 26 Everyone knows that the CEO will retire next year.
It _____.
- 27 Employees will answer all customer complaints within five working days.
All customer complaints _____.
- 28 Somebody locks up the warehouse at ten.
The _____.
- 29 You were called while you were out.
Somebody _____.
- 30 They are promoting you to office manager.
You _____.

Result _____ / 30 marks

Unit 7 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 each student. Then use the *Speaking test results* form to evaluate each student's performance. You can then cut out the results and give them to the students.

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

Prepare a presentation to persuade a company to open a new offshore production facility in Poland. Use the slide and article to prepare your short presentation. When you make your presentation, remember to:

- present the advantages of choosing Poland and explain the cause and effect of these advantages
- refer to the slide showing the advantages of Poland
- move from the slide to giving the example of Michelin in Poland
- present the facts about Michelin and refer back to the advantages on the slide
- conclude on a strong note

Slide

Advantages of Poland:

- Skilled labour force
- High percentage of workforce speak English
- Tax incentives for overseas businesses
- Positive attitude to new business in Poland

Article

Michelin to expand operation in Poland
Michelin has a manufacturing site in Olsztyn, Poland and due to its success has recently invested another \$342m in the construction of a logistics and warehousing centre. This is Michelin's largest investment programme in Europe and will create more than 500 new jobs.

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

Unit 7 Speaking test results

Use this form to evaluate each 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)
present factual information and explain cause and effect			
refer to slides/visuals			
move from one point to another			
refer back to a previous point			
conclude on a strong note			

Result _____ / 10 marks

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