

# UNIT 1

(A) Use the verbs from the box below to fill in the gaps in sentences 1 - 20. Use each verb once only. You may need to change the tense or form.

facilitate	issue	overrun	direct	audit	write
face	put	convene	embark	budget	break
operate	put	engage	wind	recapitalise	run
float	strip	merge	form	cut	

1. All staff have been warned that they \_\_\_\_\_ the axe should productivity not improve, and that no one, no matter how senior, is exempt from having to up their performance.
2. Rumours abound that Maxwell Mining is about to \_\_\_\_\_ on the stock exchange.
3. There is talk of the two struggling companies \_\_\_\_\_, and it is believed that they would benefit significantly from synergy were this to happen.
4. The company is willing to \_\_\_\_\_ on a hostile takeover bid if necessary as it has well and truly set its sights on acquiring a majority share in Indie Motors, which is by far and away its biggest rival in the industry.
5. Management has promised to \_\_\_\_\_ an easy transition to the new ownership structure.
6. The company \_\_\_\_\_ an unexpected profit warning on Monday sparking a two-thirds drop in its share price as investors \_\_\_\_\_ in panic-selling.
7. The owners have made the decision to \_\_\_\_\_ the business up as it can no longer \_\_\_\_\_ as a going concern.
8. The owners \_\_\_\_\_ a very tight ship and are highly-regarded for what they have achieved with very limited resources in a very short space of time, owing almost completely to their efficiency and excellent organisation of the business.
9. The two former rivals have \_\_\_\_\_ an unlikely strategic alliance leaving everyone perplexed as to why they were at loggerheads for so long.
10. The board has \_\_\_\_\_ forward a motion of no confidence in the Chief Executive and his days at the head of the company now appear numbered.
11. The company's assets have been \_\_\_\_\_ down to the bare minimum with all non-core business units having been sold off.
12. The company's books were \_\_\_\_\_ by Deforbes Accountants for all three years during which they were being fiddled by the Chief Financial Officer and questions are now being asked as to whether Deforbes was negligent in carrying out its duties.
13. The additional expenditure arising from the snap decision made by the board to acquire Boovampe Limited had, naturally, not been \_\_\_\_\_ for.
14. The interim management team is looking for ways to \_\_\_\_\_ the firm and investors are being sought.
15. In an effort to \_\_\_\_\_ wage-related costs, the company has ceased to allow staff to work overtime on weekends.
16. Staff have been \_\_\_\_\_ on notice that their jobs are at risk should the company remain in financial difficulty much longer.
17. Financial mismanagement has resulted in spending \_\_\_\_\_ considerably for the second consecutive year.
18. The value of the company has been \_\_\_\_\_ down after it was found that it had not been depreciating its assets according to the guidelines of the FCA.
19. Investors reacted favourably to the news that the company had succeeded in \_\_\_\_\_ even for the first time since the restructuring and cost-cutting measures were introduced.
20. A meeting of the Board of Directors has been \_\_\_\_\_ to discuss the implications of the offer tabled by Manton Investments. It is largely assumed that they will \_\_\_\_\_ shareholders to accept same.

(B) Match **a - k** from **Column A** with their strongest collocates in **Column B**.

Column A	Answer	Column B
(a) credit		(i) industry
(b) credit		(ii) recession
(c) double-dip		(iii) check
(d) cottage		(iv) crunch
(e) corporate		(v) floor
(f) cash		(vi) bottom
(g) junk		(vii) ladder
(h) false		(viii) flow
(i) factory		(ix) bond
(j) cut-throat		(x) business
(k) exit		(xi) strategy

(C) Now use your answers from (B) above to complete the sentences below.

1. This is a(n) \_\_\_\_\_ so don't act like you are surprised that I double-crossed you. I believe you would have done exactly the same thing to me given the opportunity.
2. Investors have paid a heavy price for not recognising last week's share-price low as a \_\_\_\_\_; although the stock briefly rallied earlier this week, it has plummeted to new lows as the week has progressed.
3. The company went into the market blindly without having thoroughly thought through the connotations for their core business, nor did they bother to develop a(n) \_\_\_\_\_ in case things should go wrong.
4. It has had its rating lowered again and is now only one level above being regarded as a(n) \_\_\_\_\_ - it's hard to believe now that just three months ago it had an AA rating.
5. The company was quick to reassure shareholders that its \_\_\_\_\_ is in a very healthy state and that there is no liquidity issue - and will be none for the foreseeable future.
6. They ran a \_\_\_\_\_ on her and rejected the loan application based on its poor results.
7. Word on the \_\_\_\_\_ is that staff on the production line are preparing to go on strike to protest against what they perceive to be unfair conditions of employment.
8. The much-feared \_\_\_\_\_ has become a reality after it was confirmed that the country has been in negative growth now for three consecutive months.
9. You will never reach the top of the \_\_\_\_\_ unless you change your attitude towards your superiors; it is not only about how good you are at your job, but also how well liked you might be.
10. The \_\_\_\_\_ is having an effect on the number of houses being bought. Figures for January were at an all-time low and there was a notable lack of interest in the housing market from prospective first-time buyers.
11. She has grown her business from being a(n) \_\_\_\_\_ to become an international power house in the catering world with remarkable speed.

(D) Use **i - v** below to fill the gaps in the text. You will need to change the word-forms so that they are correct to fill the gaps.

(i) consort    (ii) conglomeration    (iii) delegate    (iv) solicit    (v) ascertain

It is a huge **1.** \_\_\_\_\_ with activities in diverse industries ranging from extraction and mining to call centre support services, but that hasn't stopped a(n) **2.** \_\_\_\_\_ of ambitious investors from launching a takeover bid. Unperturbed by a valuation of \$18 billion, Matriarch Investors, as the group call themselves, have sent a(n) **3.** \_\_\_\_\_ of high-powered lawyers to meet with the present owners to discuss possible terms of sale, although before discussions can begin it will first have to be **4.** \_\_\_\_\_ whether or not the owners are even willing to tolerate such talk as this takeover offer is entirely **5.** \_\_\_\_\_.

**(E)** Transform the word in brackets so that it fits correctly in the gap.

1. The level of market \_\_\_\_\_ (penetrate) has not been as high as desired. That said, we are confident of making steady inroads and growing our market share significantly over the next two quarters.
2. The \_\_\_\_\_ (orient) of the product appears to be towards women in their mid- to late-forties.
3. There were \_\_\_\_\_ (mitigate) factors at play and I do not think the product's failure was down to it simply having been poorly conceived.
4. The bank has been accused of \_\_\_\_\_ (prey) lending and its loan book is to be closely examined by the financial ombudsman, government sources have claimed.
5. This business is a \_\_\_\_\_ (merit); we are led by and reward our best and most talented staff members; who you know counts for very little here.
6. \_\_\_\_\_ (protect) and the notion of free trade are two \_\_\_\_\_ (idea) opposed economic philosophies.
7. He was awarded \_\_\_\_\_ (punish) damages over and above the amount of compensation he was due for loss of profits as the judge felt the defendant needed to be taught a lesson.
8. Our boss is a \_\_\_\_\_ (nepotic) of the highest order; he just hired his niece for the newly-vacant position of Financial Officer despite the fact that she has only recently graduated and has no relevant work experience.
9. This sets a \_\_\_\_\_ (precede) of sorts by sending out the message that the mere act of calling a lightning strike is sufficient to get you exactly what you want from the owners. I have never seen a more immediate \_\_\_\_\_ (capitulate) by those in authority, have you?
10. The decision was made \_\_\_\_\_ (lateral); he did not consult his partners prior to the announcement.
11. The \_\_\_\_\_ (viable) of the proposal must now be called into question on the basis that the estimated cost of the build alone is now three times greater than the original figure quoted.
12. The business is \_\_\_\_\_ (solve) as it can no longer meet the repayments on its debt.
13. The company was put into \_\_\_\_\_ (receive) by the court after it was declared bankrupt on Monday.
14. The army issued a \_\_\_\_\_ (require) order for 50 new tank units.
15. There is a strong likelihood that your home will be \_\_\_\_\_ (possess) if you continue to miss your repayments.

**(F)** Which of the words used to fill the gaps in **(E)** above mean the following:

(i) the act of surrendering	_____
(ii) the capacity to be sustainable/successful	_____
(iii) relating to one side only	_____

**(G)** Choose a word from the box to fill each gap. Use each word once only.

mark-up	yield	tranche	boycott	
remuneration	loophole	purveyor	mandate	mogul
margin	nominal	inventory	indemnify	

1. The \_\_\_\_\_ package was not lucrative enough to lure him away from the company.
2. He is a business \_\_\_\_\_ who holds much sway in the political sphere, too, and is viewed as one of the best ambassadors the country has on account of the high repute in which he is held abroad.
3. They exploited a(n) \_\_\_\_\_ to avoid having to pay tax on the profits from the transaction.
4. The insurance company agreed to \_\_\_\_\_ the business against losses arising from civil disorder.
5. He has been given a(n) \_\_\_\_\_ by the shareholders to proceed with the expansion of the company - how else could their overwhelming endorsement of him in the vote at the AGM be interpreted?
6. The profit \_\_\_\_\_ is not high enough to make this a viable business.
7. Included in the \_\_\_\_\_ was a one-of-a-kind platinum necklace which has been described as irreplaceable.
8. The company is a(n) \_\_\_\_\_ of jam to the royal family.
9. The \_\_\_\_\_ of goods from Zimbabwe ended when the corrupt regime was removed from power.
10. The \_\_\_\_\_ interest rate may have risen but the real interest rate remains the same.
11. There is a considerable \_\_\_\_\_ on the price of bread considering that it costs wholesalers in the region of £0.20 per loaf yet they charge £0.80 on average to consumers.
12. A large \_\_\_\_\_ of money was transferred to an account in the Cayman Islands, raising suspicions that the company's official modus operandi is but a front to mask a money laundering racket.
13. The \_\_\_\_\_ on German government bonds is lower now than it has been at any other stage since the introduction of the Euro currency.

(H) Choose a word from the box to fit in each gap below. You should use each word once only.

intangible	gagging	nest	learning	labour
insider	golden	passing	sleeping	inheritance
hyper	pyramid	majority	hush	stamp

- It is a steep \_\_\_\_\_ curve, but you are expected to climb it without someone having to hold your hand all the way; you must be quick to catch on to succeed in this company.
- The job was quite \_\_\_\_\_ intensive, which is what brought the cost up from the original estimate.
- He was paid some \_\_\_\_\_ money in return for his public silence on the issue of who the child's mother was.
- He invested in the company as a \_\_\_\_\_ partner, leaving the running of the business entirely in the hands of the other owners.
- It was exposed as a \_\_\_\_\_ scheme and he was arrested on the charge of misappropriating some £6 million in total.
- The \_\_\_\_\_ trade in this area is quite strong, which is just as well because there is not enough local business to sustain a service station round here.
- He had built up a considerable \_\_\_\_\_ egg for himself by the time of his retirement.
- The couple were exempt from paying \_\_\_\_\_ duty on their house purchase as the home's value did not exceed the threshold of £250,000.
- He strongly refutes the charge of \_\_\_\_\_ trading and claims that he is a victim of his own success.
- The judge issued a \_\_\_\_\_ order to prevent the witness releasing a statement to the press.
- He secured a \_\_\_\_\_ interest in the company when his brother died as the latter's shares passed to him.
- He was given a \_\_\_\_\_ handshake to ensure that he would leave his post without incident.
- Naturally, you will be liable for \_\_\_\_\_ tax if you stand to gain to the tune of £1 million or more from the proceeds of your father's will.
- The phenomenon of \_\_\_\_\_ inflation is seldom an issue outside of wartime, during which it is nearly impossible to avoid.
- Goodwill is one of the most significant \_\_\_\_\_ assets found on this company's balance sheet.

(I) Match the following words/phrases in **Column A** with the words/phrases of similar meaning in **Column B**.

Column A	Answer	Column B
(a) tycoon		(i) bonanza
(b) windfall		(ii) dole
(c) sabbatical		(iii) self-employed
(d) donor		(iv) pension
(e) outlay		(v) insolvent
(f) bankrupt		(vi) expenditure
(g) speculator		(vii) working class
(h) blue-collar		(viii) magnate
(i) sole trader		(ix) benefactor
(j) annuity		(x) market player
(k) unemployment benefit		(xi) leave of absence

Now complete the sentences below using words/phrases from **Column B**. You will not need to use all the words/phrases.

- He has been drawing the \_\_\_\_\_ for well over a year now so his employment prospects must surely be diminishing by the day.
- The Russian oil \_\_\_\_\_ has bought a majority share in another of the Premiership's top football clubs.
- \_\_\_\_\_ has exceeded income for the third successive quarter - soon we will have serious cash-flow issues.
- She has taken a \_\_\_\_\_ in order to spend some time caring for her terminally ill partner.
- This quarter has been a(n) \_\_\_\_\_ one for new-car sales, which have risen by 25%.
- If the company is \_\_\_\_\_ as you speculate then it is only a matter of time before it will miss one of its repayments.