

Review (Units 1-3)

1. Choose the best word to complete each sentence

VOCABULARY

- 1 Liam is a very *articulate / responsive* speaker. He expresses his ideas clearly and effectively.
- 2 The product presentation was *rambling / sensitive*. It included a lot of useless information, and no one really understood the point.
- 3 Your talk is limited to 10 minutes, so you need to be *responsive / succinct*. If you don't stick to the point, you won't have time to say everything.
- 4 Bill is *extrovert / focused*, so he really enjoys giving presentations. He loves being the centre of attention and talking to people.
- 5 I'm afraid I still don't know anything about the launch. The Marketing Manager gave a presentation about it, but he wasn't very *hesitant / coherent*. I don't think he was prepared.
- 6 I've asked Elise to attend the meeting. She's very *persuasive / inhibited*, and I think she can get a good deal for us.
- 7 I really enjoy listening to Pietro negotiate. He's *reserved / eloquent* and knows the business very well, so he speaks with great authority.
- 8 To be a *fluent / concise* speaker, you need to practise speaking so that your words flow naturally.
- 9 Veejay *interrupted / confused* Simon's talk and asked several questions. He should have waited until Simon had finished.
- 10 Let's not *clarify / digress* from the main point. We haven't got much time.
- 11 Speakers can *explain / engage* the audience by telling interesting personal stories and by making eye contact.
- 12 You have to concentrate and *listen / ramble* to the questions the audience asks.

IDIOMS**2. Complete the conversation below with the words in the box**

bush grapevine loop mouth picture stick wall wavelength

A: Have you seen Marco today?

B: No. Why?

A: Oh, I just wondered.

B: Don't beat about the¹. Why are you asking?

A: Well, I heard on the² that he's been promoted.

B: Really? Are you sure you didn't get the wrong end of the³?

A: That's why I asked if you'd seen Marco. I want to get it straight from the horse's⁴.

B: Why don't you ask Rolf? He'll know.

A: Rolf? Talking to Rolf is like talking to a brick⁵. We're never on the same⁶.

B: OK, how about Lea? I'm sure Marco's keeping her in the⁷.

A: Yeah, good idea. I'm sure Lea will put me in the⁸. Thanks for the suggestion!

3. Match the halves of the expressions**SKILLS**

1 Sorry, could you

2 I didn't quite

3 Could you speak

4 Could you say

5 Would

6 Sorry, I'm not

7 What do you mean by

8 What does

9 Sorry, I

10 Sorry, I'm not sure

11 I'll have

12 Can I call

13 Could you be

14 Let me go over

a) 'a long time'?

b) you spell that, please?

c) catch that.

d) what we've agreed.

e) you back?

f) I know what you mean.

g) repeat that?

h) up, please?

i) that again, please?

j) with you.

k) 'too expensive' mean?

l) to get back to you later.

m) don't follow you.

n) a bit more

VOCABULARY**4. Match the words to make common word partnerships**

- | | |
|-------------|----------------|
| 1 marketing | a) penetration |
| 2 market | b) retention |
| 3 product | c) goods |
| 4 customer | d) market |
| 5 brand | e) feature |
| 6 free | f) materials |
| 7 expanding | g) group |
| 8 focus | h) sample |
| 9 raw | i) name |
| 10 designer | j) strategy |

5. Match the sentences halves**MULTIWORD
VERBS**

- | | |
|--|--|
| 1 We arrived at 7.58 and the train set | a) forward to seeing you next week. |
| 2 Let's set | b) up the new contract while we continued discussing the schedule. |
| 3 I need to catch | c) off at eight o'clock. We barely made it! |
| 4 Alicia drew | d) up with Freda – she's way ahead of me. |
| 5 I was looking for | e) on the printer. Is that OK with you? |
| 6 I'm looking | f) on working until I finish. |
| 7 I'm going to carry | g) Ramon this morning, but I didn't see him. |
| 8 I need to switch | h) up a meeting |