

Working with words

Complete these sentences with the correct preposition.

- 1 Teleconference technology allows us to interact _____ people from all over the world.
- 2 Now, I'd like to focus _____ how to improve this system.
- 3 What kind of websites do you subscribe _____?
- 4 Currently, I'm involved _____ a project to improve communication across departments.
- 5 The developments in mobile technology have probably had the biggest impact _____ the way we work in recent years.
- 6 Sorry, but I don't have access _____ that part of the system.
- 7 The building project is going well. We're currently waiting to be connected _____ the main power network.
- 8 We also collaborate _____ another telecommunications firm in Chennai.

Complete these sentences with the words in brackets in the correct form (personal noun, noun or adjective).

- 9 Barack Obama is a great _____ (communicate).
- 10 You need quite an _____ (analyse) brain to work in logistics.
- 11 I'd like to take a gap year and do some _____ (volunteer) work.
- 12 With all your experience, you could leave this firm and go freelance as a _____ (consult).
- 13 Many _____ (economy) are warning us that there may be a recession next year.
- 14 You'd be surprised how many of your skills are _____ (transfer) to other areas of business and management.
- 15 How many _____ (participate) did you have at yesterday's training session?

Business communication skills

Replace the words in bold in these sentences with a-j so that the meaning stays the same. Write the letters after the numbers.

- | | | | | |
|----------|----------|----------|----------|----------|
| 16 _____ | 18 _____ | 20 _____ | 22 _____ | 24 _____ |
| 17 _____ | 19 _____ | 21 _____ | 23 _____ | 25 _____ |

- | | | | |
|---|--------------|---|-------------------|
| a | 've got that | f | catch |
| b | you must | g | faint |
| c | do you mean | h | are ... with |
| d | wait | i | speed up a little |
| e | you're back | j | run through |

- 16 You're very **quiet**.
- 17 **Hang on** ... is that better?
- 18 Yes, I **understand**.
- 19 **It's essential to** tell them how to use the website.
- 20 What exactly **are you saying**?
- 21 Can you **explain** that again?
- 22 **Do you understand** me?
- 23 **I can hear you** again now.
- 24 Can we **discuss this more quickly**?
- 25 I'm afraid I didn't **hear** that last bit.

Language at work

Fill in the gaps with the correct phrasal verb.

- 26 I'll _____ the issue you mentioned and get back to you by tomorrow. (*to investigate*)
- 27 I need to _____ the misunderstanding before it becomes a bigger problem. (*to take actions*)
- 28 I accidentally _____ before I could finish explaining the details. (*to end a phone call*)
- 29 She's _____ a solution to the issue we discussed yesterday. (*to search*)
- 30 The manager encouraged the team to _____ the project updates to meet the deadline. (*to happen faster*)