Review-Test 6

Company and community

The company should ...

- enhance shareholder value.
- recognize employees' merit.
- give fair and adequate compensation.
- provide clean and safe working conditions.
- provide new equipment and new facilities.
- carry on research and develop innovation.
- encourage civic improvements.
- support good works and charities.
- protect the environment and natural resources.
- avoid exploiting developing countries.
- build a sustainable business.

And employees need to ...

- have a sense of security in their job.
- have equal opportunity for jobs and development.
- feel free to make suggestions and complaints.
- feel they can align themselves with the company's goals.

1 **Read the corporate social responsibility declaration above. Complete the definitions 1–10 with words from the declaration.**

1 the profit that a company makes for its investors _____ _____
2 money paid because someone is injured or has lost their job _____
3 rooms and equipment that are provided for a particular purpose _____
4 organizations that give help to people who need it _____
5 the land, water and air that people live in _____
6 treating someone unfairly in order to get a benefit for yourself _____
7 capable of continuing for a long time _____
8 a situation in which people have the same chances as everyone else _____ _____
9 things you say or write when you are not happy _____
10 agree with and support publicly (_____ yourself with): _____

3 **Complete the remarks of a chairperson at various stages of a meeting. Use the phrases in the box.**

any other business	apology for absence
approving the minutes	break for coffee
close the meeting	come back to this
getting side-tracked	have any views
introduce the first item	see your point
stick to the agenda	take a vote
unanimous decision	wouldn't you agree

Beginning
Good morning, ladies and gentlemen. Is everyone here? I have received just one (1) _____ from Celia. OK, I think we can begin. Let's start by (2) _____ of the last meeting. Any comments? They're quite straightforward, I think. Good. Now, there is a lot to discuss today, so let's try to (3) _____. OK, who is going to (4) _____?

Middle
That's interesting, but I think we're (5) _____. Could we (6) _____ later? OK. Now, Antonio, we haven't heard from you. Do you (7) _____ on this issue? ...
Thank you, Antonio. I (8) _____, but you have to consider the impact on our budget. (9) _____ that there will be substantial costs if we do as you suggest? ...
OK, there seems to be a consensus, so we don't need to (10) _____. This would be a good time to (11) _____.

End
Good, I think we've reached a (12) _____ on this. Before we finish we need to deal with (13) _____. Does anyone have any other issue that we haven't discussed? OK, I think we can (14) _____.

4 **Put each verb in brackets into the correct form, active or passive. The first two are present simple and the last four are past simple.**

'The company (1) _____ (try) to limit its impact on the environment, but sometimes mistakes (2) _____ (make). It is true that some radioactive waste (3) _____ (lose) in transit last week. However, I am pleased to report that we (4) _____ (take) action immediately. The driver of the truck (5) _____ (find), and we (6) _____ (dismiss) him after completing our enquiries. Press reports that he had been drinking are completely exaggerated.'

5 **Find pairs of linking words/phrases with the same meaning.**

as a rule	clearly	consequently	especially
finally	in addition	in particular	in brief
in conclusion	in other words	moreover	obviously
on the whole	that is to say	therefore	to sum up

6 **Which two words/phrases from Exercise 5 would you use to:**

1 add a second point to support your argument? _____
2 highlight one fact or point? _____
3 make a generalization? _____

LIVEWORKSHEETS