

Task 3

Read the sentences and complete the gaps with one word only.

- 26 If we put our _____ together, we'll figure out a way to deal with this issue.
27 Let's touch _____ next week regarding the next phase of the project.
28 His natural ability to sell would give him an _____ in recruiting and hiring new employees.
29 If you really want to excel in your business, you should go the _____ mile.
30 In order to lead your team more effectively, you should step back and look at the big _____.

Task 4

Read the sentences and complete the gaps with one word only.

- 26 I couldn't believe his arrogance so I put him in his _____.
27 She was happy to take a _____ seat and give someone else the opportunity to manage the project.
28 The buck _____ with him. He must acknowledge responsibility for that loss.
29 It's going to take me a while to get my head _____ these forms. They're so complicated.
30 The officer stood _____ while the bank manager removed the money from the safe.

Part 2. Grammar**Task 2**

Complete the sentences. Use the correct form of the verbs in brackets and any other words.

- 12 At no time _____ (the manager, consider) employing more people.
13 Not only _____ (I, be) naïve about the amount of time it required, but I also underestimated the cost of the project.
14 In no way _____ (I, expect) you to postpone the meeting just for me.
15 So monotonous _____ (the task, be) that I nearly fell asleep.

Task 2

Complete the sentences. Use the correct form of the verbs in brackets and any other words.

- 12 Not until we had finished our meeting _____ (he, tell) us the news.
13 In no way _____ (I, expect) you to disclose any confidential information.
14 No sooner _____ (I, arrive) at the office than I was called into a meeting.
15 Not only _____ (I, work) extra hours, but I was also taking work home.