Revision

4 Organisation

1 Match the verbs (1–6) to the nouns (a–f) to make common collocations.

1 draw up	a) press releases
2 install and maintain	b) contracts
3 keep	c) research
4 train	d) systems
5 carry out	e) records
6 issue	f) staff

2 Write the name of the activity from Exercise 1 which is typically performed by each of these departments.

1 R&D
2 Public Relations
3 Legal
4 IT
5 Human Resources
6 Administration

LIVEWORKSHEETS

Match a noun from column A with a noun from column B to complete each of the sentences below.

A	B
consumer	style
sales	headquarters
management	range
company	revenue
product	awareness

1 Our ability to attract top people is a reflection of our .... – trying to be close to employees, clients and markets.

2 Arlito's ....has recently been extended and now includes a greater variety of soft drinks.

3 The travel sector is being encouraged to go green by the growing .... of environmental issues.

4 The company's total .... for 2009 was about £1.37bn, compared with £1.8bn the previous year, i.e. a 24-per-cent decline.

5 The new tax regime is an attempt to make our country a more attractive location for ....

Put the sentences (a–g) in the correct order to write an e-mail.

To: Rodrigo Estay
From: Jan Kopke
Subject: Yesterday's meeting

Dear Rodrigo,

a) The subject of employment inevitably provoked a heated argument, and no decision was reached ...
b) The main item on the agenda was, as you know, the proposed relocation to Slovenia.
c) However, in the current economic climate, it was felt that there were more urgent priorities.
d) Most people agreed that this would result in a reduction in costs, and consequently that it would be good for our profits.
e) The most immediate of these, some argued, is to safeguard employment in our country.
f) ... except to postpone the discussion till our next meeting, which I know you won't want to miss.
g) As promised, here's a brief summary of what happened at yesterday's meeting.

Talk soon,

Jan

LIVEWORKSHEETS

6 Money

VOCABULARY

Complete the newspaper article with the words in the box.

bankruptcy	dividend	forecasts	gains	investment
pre-tax profits	recession	share	shareholders	turnover

Stormgard shines when others stumble

While two of its rivals are teetering on the brink of .....[1], Stormgard, one of Europe's largest manufacturers of insulation and roofing products, reports record preliminary results, with sales growth and market share .....[2] made in all three regions of Scandinavia, western Europe and the Mediterranean. .....[3] at Stormgard increased almost 14 per cent last year, with demand for insulation products rising, as companies and individuals looked for ways to cut costs and save energy in the midst of the current .....[4]. .....[5] were €62.4m, up 8 per cent from last year. .....[6] will certainly not be disappointed, as the directors recommended the payment of a final .....[7] of 9.25c per .....[8]. .....[9] are optimistic, and Stormgard even plans to increase its .....[10] in plant and equipment in the near future. Commenting on the results, Lucas Reiner, Chairman of Stormgard, said: 'Against a background of mixed market conditions, our company faces the future with confidence and looks forward to continued progress in the year ahead.'

DESCRIBING TRENDS

1 Complete these verbs, which are all used to describe trends.

Downward movement	Upward movement
1 to p __ m __ t	5 to __ c r ____
2 to d __ p	6 to _ i __
3 to f ___	7 to __ c k __
4 to __ c l ___	8 to j ___

LIVEWORKSHEETS