

Working with words

Complete the missing words in these sentences.

1. It's very that our profits have risen so much.
2. This company has a for good management.
3. You can't say you have good workplace when all the managers are men!
4. Our share price is, but it could be a lot higher.
5. TGG has a good record, with only one accident in two years.
6. This firm is going to be the most socially organization in the country.
7. The CEO said our results were good, but actually I thought they were
8. The only way we can our targets is by working extra hard.
9. Environmental is increasingly important in modern business life.
10. We have taken various local initiatives to manage



Language at work

A journalist interviews Dr Hai Hong about her new job at British Biotube. Complete the interview with the correct form of the verb in brackets (present perfect or past simple).

J: Well, Dr Hong, how long(you / work) at British Biotube now?

HH: Just two weeks. I (arrive)..... in the UK in June...

J: Where (you / work)..... before that?

HH: Well, I (graduate)from Beijing University in 2006, and then I (spend)..... three years in the USA.

J: And why(you / decide)..... to come and work in the UK?

HH: Well, I(want)..... to work here all my life! And my husband(be)here for two years now. He's working as a surgeon in York.

J: What's the biggest problem you(find)since you came here?

HH: The language. People here speak faster than my teacher in school in China!

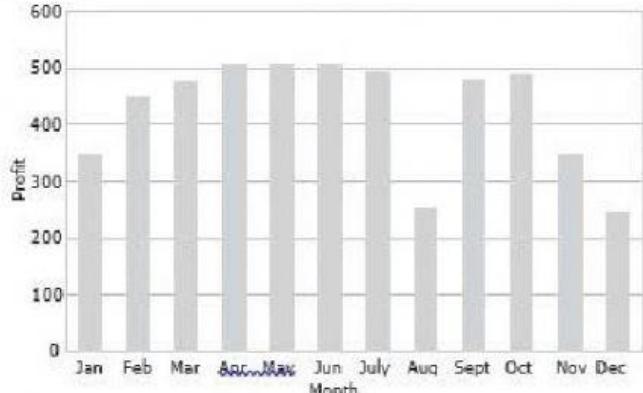
J: How long(you / study) English at school?

HH: Six years. But that was a long time ago ...



Business communication

Complete the description of the graph with five *different verbs* in its correct form



Profits in January were €350,000 but in the next months to just over €450,000 in April. They stable from April to July, but then sharply between July and August as the summer holidays hit sales. Profits to nearly €500,000 in September and October, but then through November and December to reach €250,000 by the end of the year.

Complete the sentences with a preposition from the list.

at by from to

1. Average salaries rose 2.4% last year
2. The salary of a typical office worker in London rose £24,000 in January about £24,500 by the end of the twelve months.
3. The price of a three-bedroomed house finished the year £475,000
4. Shares in TKG Houses fell about 5% 475p in December.