

Working with words

Complete the missing words in the sentences with one word in each space.

- 1 We need to reduce our.....drastically to cut down on our electricity bills.
- 2 We need to useproducts in the new factory in order to pass the Green Test.
- 3 The business now all bottles, so could you take back your empty ones?
- 4 Barcelona is imposing traffic restrictions in the town centre in an effort to
- 5 We must stop using, and start using sustainable energy like wind power.
- 6 Don'tthose shoes: I know they're broken, but I know a place that recycles them.
- 7 Most companies have a box near the photocopier for waste paper to be
- 8 This summer was the hottest I can remember ever. It's clearly due to
- 9 It's a beautiful village, but they heat their homes with coal, and theare very high.
- 10 Solar power is a cleaner option, and also a



Language at work

Complete the sentences with the correct form of the verb in brackets.

- 1 If the weather (be) good tomorrow, we (walk) to the conference.
- 2 What savings(we / make) for our department if we(reduce) our consumption of paper?
- 3 How much (we / save) if we (ask) customers to bring their own carrier bags?
- 4 If they (not / improve) the bike lanes, people (continue)to travel by bus and car.
- 5 What (your boss / say) if you (ask) to work from home for one day a week?



Business communication

Correct the sentences from the presentation. There is one mistake in each sentence.

I'll come to that after.

That brings to my next point.

First all, I'd like to say a few words about recycling.

Thanks very much for listen today.

My next points is about company image.

As I say before, the problem is complicated.

I'm here today tell you about the benefits of carbon offsetting.

Let's move in to my next point.

Good afternoon, somebody.

We're going to looking at the subject of carbon emissions.

