

Working with words

Complete these sentences with verbs from the list. Change the form of the verb if necessary.

act	comply	share	reduce	take	donate	stay
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- 1 We've always _____ true to our principle of fairness to the customer and the supplier.
- 2 Companies in the 21st century which don't _____ responsibly are likely to receive bad publicity.
- 3 How about _____ more time to helping a charity?
- 4 All our employees _____ an active part in our fund-raising activities.
- 5 If we did more videoconferencing and less _____ flying, we'd _____ the impact we have on the environment.
- 6 Currently, this factory doesn't _____ with regulations on the disposal of waste water.
- 7 All our subsidiaries _____ a strong commitment to supporting the local community.

Each headline refers to ethical or unethical behaviour. Choose the noun from the list which describes the action.

bribery	generosity	greed	fairness	discrimination
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- 8 Company agrees to pay workers from other countries an equal amount. _____
- 9 CEO paid colleagues to take part in illegal financial activities. _____
- 10 Woman to prosecute company for paying her less than male colleagues doing the same job. _____
- 11 Business owner leaves fortune to charity. _____
- 12 Shareholders take profits while workers receive no pay rise. _____

Business communication skills

Complete the conversations with phrases a-g. Write the letters in the spaces.

- a** we'd be delighted to see you **e** You're welcome
b it would be a good idea to **f** That would
c That sounds really **g** That makes sense
d It's well worth a visit

- 1** **A** We'd like to invite you to the theatre this evening.
B ¹⁸ _____ be great. What's on?
A It's a Russian theatre company performing *Hamlet*.
B ¹⁹ _____ interesting.
- 2** **A** If you're free, ²⁰ _____ at dinner this evening.
B Sorry, but I'm meeting someone for drinks at six.
A Oh well. ²¹ _____ to come later if you change your mind.
- 3** **A** While you are in Italy, ²² _____ visit our supplier in Salerno. It will save time and money later on.
B ²³ _____
A Ask them to show you round their factory. ²⁴ _____

Language at work

Choose the correct answer from the verb forms in *italics*.

- 25** You can check the details with Amalie. She *'s coming* / *will come* in later this afternoon as arranged.
- 26** One day, when I have enough money, I *start* / *'m going to start* my own business.
- 27** **A** When are you back in the office?
B I'm not sure. I *'ll let* / *'m letting* you know before I leave.

28 The flight from Jakarta *is going to land / lands* at 5 p.m. your time according to my e-ticket.

29 We've booked places and we *stay / 're staying* at the Westin Hotel.

30 Sorry about the late delivery. Let me call the warehouse to check and I *'m calling / 'll call* you straight back.