

# Progress test

## Working with words

Complete these sentences with a word from each list.

return financial business start-up gap network  
venture

investment capital market contacts backing  
capitalist plan

- 1 In a competitive business, you can only succeed if you see a new \_\_\_\_\_ in the \_\_\_\_\_.
- 2 I think you'll need about €50,000 as \_\_\_\_\_ to launch your new company.
- 3 If you look at our \_\_\_\_\_, you'll see it contains our financial estimates.
- 4 I'd rather borrow the money from my parents than have to share the profits with a \_\_\_\_\_.
- 5 If I lend you €30,000 to set up the business, what do you expect will be the \_\_\_\_\_ on my \_\_\_\_\_?
- 6 A business angel could give you some extra \_\_\_\_\_, until you start making a profit.
- 7 We made use of our large \_\_\_\_\_ of \_\_\_\_\_ and found people who could help us.

Choose the correct answer from the words in *italics*.

- 8 This project is *totally* / *extremely* risky. Be careful!
- 9 My new member of staff is *totally* / *hugely* useless.
- 10 You've been *incredibly* / *completely* helpful. Thanks a lot.
- 11 Their plan is *extremely* / *absolutely* ridiculous.
- 12 This system is *really* / *absolutely* complex.

## Business communication skills

Complete the conversations with phrases a–k.  
Write the letters in the spaces.

- a Send me the details
- b Could you do me a favour?
- c since you're
- d Actually, that's the reason why

- e What have you been up to?
- f Then let's talk about it over dinner.
- g Could you put me in touch with
- h How's life treating you?
- i The thing is
- j When was the last time we saw each other?
- k I'll certainly think about it.

- 1 A Jose, I don't believe it!  
B Tonya! How are you?! <sup>13</sup> \_\_\_\_\_  
A Oh, the same old things ... still working for TTB. What about you?  
B I've had a couple of jobs since I left TTB but I've just set up on my own. Which reminds me. <sup>14</sup> \_\_\_\_\_  
A Sure.  
B <sup>15</sup> \_\_\_\_\_, I've been looking for a document recently on website insurance. I think I left it at TTB.  
A Well, I'm not sure. <sup>16</sup> \_\_\_\_\_ and I'll see what I can do.
- 2 A It's good of you to meet me this morning.  
B Don't mention it. <sup>17</sup> \_\_\_\_\_  
A At that conference in Lisbon.  
B That's right. <sup>18</sup> \_\_\_\_\_  
A Not bad, though I've had problems with my employer. <sup>19</sup> \_\_\_\_\_ I asked to meet. <sup>20</sup> \_\_\_\_\_ anyone who might have a position, <sup>21</sup> \_\_\_\_\_ well known in the business?  
B <sup>22</sup> \_\_\_\_\_ Why don't we have a drink first.  
<sup>23</sup> \_\_\_\_\_

## Language at work

Choose the correct answer from the words in *italics*.

- 24 I've *called* / *been calling* her all afternoon and she still hasn't got back to me.
- 25 They've *sent* / *been sending* me the final report. I just need to check it.
- 26 I've *worked* / *been working* in this department while two of their staff are away.
- 27 I hope they've *kept* / *been keeping* you busy. How much longer are you on secondment here?
- 28 We've finally *agreed* / *been agreeing* the deal and the contract has been signed.
- 29 She's *applied* / *been applying* for a new job. I think the interview for it is next week.
- 30 Hello! I haven't *seen* / *been seeing* you for ages!