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

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.

LIVEWORKSHEETS

Decide if the word in each sentence is an adjective or noun and complete the word.

13 We are not involved in the corrup_____ scandal.

14 Customers will ask questions about our credib_____ if we don't do something quickly.

15 He says he isn't prejud_____ against older applicants, but he never employs anyone over 40.

16 We want to be described as an ethic_____ business.

17 Appearances can be decept_____ – he seems friendly, but be careful!

Business communication skills

Complete the missing words in this meeting extract.

A [13]L_____ at the facts. They're here in black and [14]w_____. We are overspending.

LIVEWORKSHEETS

B [15]W_____ you say is right, but there are some good reasons. We've had to invest in more advertising and marketing in order to grow.

A Yes, but that was budgeted for last year. What I [16]m_____ is we've spent money on unplanned items. A [17]c_____ example is this list of expenses. I'm [18]n_____ convinced that all these are necessary. Look at this restaurant bill for over $200!

B Exactly. But that is a marketing cost. Clients have to be taken out.

A In other [19]w_____, you're saying our staff should go to the most expensive restaurants they can find.

B Obviously I think it would be [20]c_____ for an employee on a business trip to only choose expensive places on their own. But with clients it's important.

A Jens, what's your [21]p_____ on this?

C As [22]f_____ as I'm concerned, until we set clear limits and give our staff written guidelines on travel expenses, we'll always have this discussion …

B … but the drawback is that every trip is different. It's hard to say there's one rule for every type of expense.

A Hang [23]o_____. Let's hear what Jens has to say.

C In my [24]o_____ we need to define what they can and can't do.

A Good idea. Let's draw up some [25]a_____ points …

LIVEWORKSHEETS

Student A

1 Recently, employees in your department have been arriving late for work. They complain about traffic and lack of parking facilities, e.g. one person arrived at lunchtime because he said a road was closed. This problem is costing money.

- Present the problem to the company owner.
- Give an example.
- Argue that these ideas might help.
  - introduce flexitime so staff can arrive later or earlier
  - encourage staff to share cars
  - suggest staff cycle to work twice a week

LIVEWORKSHEETS