

**Match the following phrases with their meanings.**

- a Our company has **secured** a huge contract with Mobelitec.
- b GBF **have been keeping** me very busy.
- c Since you left GBF, life's **been** extremely hectic.

- 1 a state that started in the past and is unchanged \_\_\_\_\_
- 2 a continuous activity that started in the past and is still going on \_\_\_\_\_
- 3 a finished activity with an end result \_\_\_\_\_

**Continue the following phrases with your own ideas.**

**1. Syngenta has secured...**

**2. Marketing Department has been ...**

**Choose the best ending for every phrase.**

1 I've worked out a final price, I've been working out a final price	a but I'm still waiting for a couple of figures. b and it's lower than the original estimate.
2 I've been calling Mrs Fischer I've called Mrs Fischer	a but I can't get through to her. b and left her a message.
3 I've worked with Karen I've been working with Karen	a because her supervisor is on sick leave. b for over 30 years.
4 We've been hiring We've hired	a a manager and three supervisors. b people for the new factory.

**You're planning to start a new business. Look at the table below and tell what has already been done; you have been doing for some period; you are planning to do**

Ongoing this week	Done	Not done
<ul style="list-style-type: none"><li>• Contact estate agents in all possible locations.</li><li>• Check local newspapers for business premises to rent.</li><li>• Research transport links in all the possible locations.</li></ul>	<ul style="list-style-type: none"><li>• Discuss required features of a business location with business adviser.</li><li>• Make list of possible business locations.</li></ul>	<ul style="list-style-type: none"><li>• Go to any of the possible locations.</li></ul>

-----

**1 Complete these sentences with the best option.**

- 1 It was obvious there was a \_\_\_\_\_ in the market for more affordable lenses.  
a space b break c gap
- 2 Unless we can secure more financial \_\_\_\_\_, we won't be able to go ahead with our expansion plans.  
a approval b backing c aid
- 3 My advice is to build up a \_\_\_\_\_ of contacts who can offer advice and support to your business.  
a network b system c connection
- 4 How much start-up \_\_\_\_\_ do you need for equipment, rent and supplies for the first year?  
a wealth b assets c capital
- 5 Some start-ups get funding from business \_\_\_\_\_ who can offer advice as well as money.  
a guardians b messengers c angels
- 6 Investors will want to look at your business \_\_\_\_\_ in detail to assess the potential of your idea.  
a map b plan c chart
- 7 We need a lot of funding to start the business so we're going to approach a \_\_\_\_\_ capitalist.  
a business b venture c project
- 8 Banks are wary of giving \_\_\_\_\_ to start-ups – they prefer to finance businesses already in profit.  
a stocks b assets c loans
- 9 Most investors want to be confident they'll receive a good return on \_\_\_\_\_.  
a investment b asset c speculation
- 10 It was announced today that SFR Ltd has bought a 60% \_\_\_\_\_ in Lin Productions.  
a portion b stake c piece

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

- 1 This proposition is *hugely* / *totally* ridiculous – there's no way we can agree to it.
- 2 So far we've had a *really* / *an absolutely* successful year.
- 3 Their demands are *extremely* / *absolutely* outrageous.
- 4 The prices you've been quoted seem *completely* / *incredibly* high.
- 5 The concept is extremely *brilliant* / *clever* – there's no way it could possibly fail.
- 6 The procedure is *really* / *absolutely* complex, but I'm sure you'll understand it fairly quickly.
- 7 It's totally *impossible* / *difficult* to cut costs any more.
- 8 Researching an appropriate business model is *completely* / *hugely* important before looking for funding.

1 Two business acquaintances meet up at a trade fair. Correct the mistakes in the phrases in *italics* in their conversation.

**Barbara** Is that you Josef? <sup>1</sup>*What you do here?*

---

**Josef** Hello, Barbara <sup>2</sup>*I don't see you for ages.*

---

**Barbara** <sup>3</sup>*How does life treat you?*

---

**Josef** I've been working on a big project for Avrim. <sup>4</sup>*How's you with business?*

---

**Barbara** Well, I've moved house, changed jobs and I'm about to set up on my own. Actually, with that in mind, <sup>5</sup>*could you make me a favour?*

---

**Josef** If I can – what do you need?

**Barbara** <sup>6</sup>*The things is, I look for someone* \_\_\_\_\_ to come into partnership with me. Would you be interested?

---

**Josef** Me? <sup>7</sup>*That not something I can deciding on right now.*

---

**Barbara** OK. I'll email you the details and maybe we could discuss it over lunch.

**Josef** Well, <sup>8</sup>*I'll surely think about it.*

---

**1 Complete these sentences with the present perfect simple or present perfect continuous form of the verbs in brackets.**

- 1 I can certainly recommend Mr Hiro to you – I \_\_\_\_\_ (know) him for a long time.
- 2 The Finance Director is in Hong Kong – he \_\_\_\_\_ (stay) at the Excelsior for the last two weeks.
- 3 Someone \_\_\_\_\_ (use) my printer – feel how hot it is – and half the paper's gone!
- 4 We \_\_\_\_\_ (negotiate) the new contracts since May, but we still can't agree.
- 5 I \_\_\_\_\_ (read) the report, but I haven't got to the final recommendations yet.
- 6 I \_\_\_\_\_ (go sailing) for five or six years now – I go most weekends.
- 7 So far we \_\_\_\_\_ (have) over 400 complaints, so we've definitely got a problem.
- 8 I'm sorry for the delay – \_\_\_\_\_ (you / wait) long?
- 9 I \_\_\_\_\_ (try) to get in touch with customer service for days but the line is always busy.
- 10 It \_\_\_\_\_ (rain) for days and days – when is it ever going to stop?