

2.1 Location

1 Complete the text using the words in the box.

close convenient lab leisure
links port studios warehouse

Our new HQ will include three more design ¹ _____ and a new innovation ² _____. In the building you will also find sports and ³ _____ facilities, which we believe our employees will really enjoy using. The new location is also ⁴ _____ to the airport and other transport ⁵ _____. As you know, our central ⁶ _____ is already near the motorway which goes straight to the main ⁷ _____. This is very ⁸ _____ because we ship most of our products from there.

2.2 enough and too

2 Complete the text with the words in brackets and (not) enough, too, too many and too much.

Unfortunately, the factory we looked at is small and really is ¹ _____ (big) for us to consider. We would need to make ² _____ (changes) for it to be suitable for our company. It was also ³ _____ (money) for its size. Additionally, the car park was ⁴ _____ (small) and the location was ⁵ _____

(far) from the motorway. We need ⁶ _____ (space) for three separate production lines and several offices, and there must be ⁷ _____ (parking spaces) for everyone.

Functional language

2.3 Checking and clarifying

3 Complete the missing words.

- A: So, we need to talk about the second interviews.
B: Can I just 'c _____. we've now got full details for all the candidates we interviewed?
A: 'C _____, and there are four for the second interviews.
B: Oh ... only four. Is that 'r _____? I thought we said six.
A: 'E _____. We did, but the others don't have everything we're looking for.
B: Could you be more 's _____ c? Why are the others not suitable?
A: Well, what I 'm _____ is, only four have both the qualifications and personality.
B: OK ... So what you're 's _____ is that personality is more important than experience?
A: No, but it is very important. We need all three - qualifications, experience and personality.

2.4 Opening a meeting, referring to the agenda and stating purpose

4 Complete the conversation using the words in the box. Some are **not** used.

add agenda busy catch copy item minutes
reason see start time-keeper volunteer

- A: Morning! Nice to ¹ _____ everyone. Does everyone have a(n) ² _____ of the ³ _____? Good. Right, now I know Marta isn't here yet, but I'd like to ⁴ _____ on time. As you know, one ⁵ _____ for the meeting is to introduce you all to the new member of our team, Holly.
B: Hello, everyone.
C: Welcome to the team, Holly.
A: Now, could I have a(n) ⁶ _____ to take the ⁷ _____?
D: Sure. I'll do it.
A: Thanks, Govinder. And Ali, can I ask you to be ⁸ _____? Make sure we finish at 10.30.
C: Of course.
A: Does anyone want to ⁹ _____ anything to the agenda? No? Then let's look at ¹⁰ _____ one - Matters Arising.

2.5 Short communications

5 Write the abbreviations in full.

- 1 WFH _____
2 BTW _____
3 ASAP _____
4 TBC _____
5 ETA _____

6 Cross out the words you can leave out to make the sentences shorter.

- 1 I am very sorry I can't come to the meeting.
2 I will be with you in 15 minutes.
3 We know other suppliers are interested.
4 John sent a message to the boss yesterday.
5 I'm reading the document now.