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 [1]c _ _ _ _ _, we've now got full details for all the candidates we interviewed?

A: [2]C _ _ _ _ _ _ _, and there are four for the second interviews.

B: Oh ... only four. Is that [3]r _ _ _ _ _? I thought we said six.

A: [4]E _ _ _ _ _ _ _. We did, but the others don't have everything we're looking for.

B: Could you be more [5]s _ _ _ _ _ _ _ c? Why are the others not suitable?

A: Well, what I [6]m _ _ _ is, only four have both the qualifications and personality.

B: OK ... So what you're [7]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.

LIVEWORKSHEETS