UNIT A

Revision

1 Communication

VOCABULARY

Choose the best word to complete each sentence.

1 Liam is a very *articulate /responsive* speaker. He expresses his ideas clearly and effectively.

2 The product presentation was *rambling /sensitive*. It included a lot of useless information, and no one really understood the point.

3 Your talk is limited to 10 minutes, so you need to be *responsive /succinct*. If you don't stick to the point, you won't have time to say everything.

4 Bill is *extrovert /focused*, so he really enjoys giving presentations. He loves being the centre of attention and talking to people.

5 I'm afraid I still don't know anything about the launch. The Marketing Manager gave a presentation about it, but he wasn't very *hesitant /coherent*. I don't think he was prepared.

6 I've asked Elise to attend the meeting. She's very *persuasive /inhibited*, and I think she can get a good deal for us.

7 I really enjoy listening to Pietro negotiate. He's *reserved /eloquent* and knows the business very well, so he speaks with great authority.

8 To be a *fluent /concise* speaker, you need to practise speaking so that your words flow naturally.

9 Veejay *interrupted /confused* Simon's talk and asked several questions. He should have waited until Simon had finished.

10 Let's not *clarify /digress* from the main point. We haven't got much time.

11 Speakers can *explain /engage* the audience by telling interesting personal stories and by making eye contact.

12 You have to concentrate and *listen /ramble* to the questions the audience asks.

IDIOMS

Complete the conversation below with the words in the box.

bush	grapevine	loop	mouth	picture	stick	wall	wavelength

A: Have you seen Marco today?

B: No. Why?

A: Oh, I just wondered.

B: Don't beat about the .....[1]. Why are you asking?

A: Well, I heard on the .....[2] that he's been promoted.

B: Really? Are you sure you didn't get the wrong end of the .....[3]?

A: That's why I asked if you'd seen Marco. I want to get it straight from the horse's .....[4].

B: Why don't you ask Rolf? He'll know.

A: Rolf? Talking to Rolf is like talking to a brick .....[5]. We're never on the same .....[6].

B: OK, how about Lea? I'm sure Marco's keeping her in the .....[7].

A: Yeah, good idea. I'm sure Lea will put me in the .....[8]. Thanks for the suggestion!

Scanned for Agus Suwanto

LIVEWORKSHEETS