

VOCABULARY

1 Communication

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 the¹. Why are you asking?
- A: Well, I heard on the² that he's been promoted.
- B: Really? Are you sure you didn't get the wrong end of the³?
- A: That's why I asked if you'd seen Marco. I want to get it straight from the horse's⁴.
- B: Why don't you ask Rolf? He'll know.
- A: Rolf? Talking to Rolf is like talking to a brick⁵. We're never on the same⁶.
- B: OK, how about Lea? I'm sure Marco's keeping her in the⁷.
- A: Yeah, good idea. I'm sure Lea will put me in the⁸. Thanks for the suggestion!