

Working with words

1 Match 1–7 to a–g.

- 1 We work with local communities and take ____
- 2 We have strongly held beliefs about equality and intend to stay ____
- 3 We need to do more to reduce ____
- 4 Environmental groups share ____
- 5 We work hard to ensure that our subsidiaries all act ____
- 6 Trading standards officers make sure that companies comply with ____
- 7 As a fund-raising manager, I encourage companies to donate ____

- a regulations and follow official guidelines.
- b money to our charity.
- c the impact our factories have on air pollution in the local area.
- d an active part in managing health and education projects.
- e a strong commitment to caring for the environment.
- f true to our principles.
- g responsibly and follow our environmental policies.

2 Complete the text with the correct form of the words in brackets.

Choosing investments carefully

1 (ethics) investments are having an increasing impact on the financial services sector. These investments, also known as socially ² (responsibility) investments, are beginning to have more ³ _____ (credible) than they did when they started 30 or 40 years ago.

Investing in one of these funds is meant to be a sound investment choice rather than an act of ⁴ (generous). Fund managers invest in companies with a good reputation which treat their workers with ⁵ (fair) and avoid all forms of ⁶ (discriminate) or ⁷ (prejudiced). In theory, this should lead to better industrial relations and greater long-term profitability.

Fund managers also tend to avoid unstable and undemocratic regimes where there is evidence of ⁸ (bribe) and ⁹ (corrupt), as well as companies who do things by ¹⁰ (deceptive).

Business communication

1 Jana at Events4U has been asked to organize an information day at RCI for key clients. She is meeting with Xavier from RCI. Number their conversation in the correct order (1–10).

- a Jana Oh, speaking of staff ... We aim to have the reps available to the clients as long as possible. They're welcome to attend the whole day and the evening gala dinner, too.
- b Jana Well, the idea is to focus on the different products you offer and to provide interactive stands. The clients can then try out your new products and speak to you – the reps – directly.
- c Jana I've called this meeting to tell you about the key account event you asked us to organize. We're planning to hold it at the Lichtenstein Palace. 1
- d Jana Finally, we'd like to offer you two possible 'performances' during the day, too. I'll email you the details next week.
- e Jana Yes, I thought that might be a problem. We recommend you arrange a shift system throughout the day, so reps attend either the afternoon or the evening. 2
- f Xavier That's a great idea. I'm glad you're involving the staff. 3
- g Xavier That makes sense. The reps can decide which shift they prefer.
- h Xavier I'm not sure many reps will stay in the evening if they've been at the event all day. 4
- i Xavier Thanks, you've done a great job so far. It's exactly what we're looking for.
- j Xavier That sounds great – a lovely venue. How are you going to organize the event? 5

2 Put the words in *italics* in the correct order to complete 1–7.

- 1 *We / you / going / provide / are / to* with free transport.
- 2 *You'll / to / opportunity / get / the / sample* our products.
- 3 The Acto Museum *is / visit / worth / well / a*
- 4 *It / a / would / good / to / be / idea* buy a ticket in advance.
- 5 *We'd / to / to / like / you / invite* an information evening.
- 6 *It's / thing / need / the / just / kind / we / of* for our clients.
- 7 *Alternatively, / show / be / you / delighted / we'd / to* our facility in Prague.

GRAMMAR REFERENCE

willUse **will** + infinitive

- 1 to make predictions or talk about future facts
*It looks as if the economy **will slow** down next year.*
- 2 to make decisions at the moment of speaking
A *I'm sorry – I'm really busy at the moment.*
B *Don't worry – I'll call back later.*
For decisions made earlier, when you mean 'I've decided to', use **going to**, not **will**.
I should be back in an hour. I'm going to get my hair cut. (NOT: I will get ...)

be going toUse **be going to** + infinitive

- 1 to talk about a plan or intention where the decision has already been made
A *I've asked the contractors to meet with us.*
B *I see. What are you going to say to them?*
- 2 to make a very definite prediction based on evidence that you can see or know about
My manager likes to start meetings on time, so he's going to be annoyed when I arrive late.
Often either **will** or **going to** can be used to make predictions.
When interest rates go up, people will / are going to start spending less.

Present continuous

Use the present continuous to talk about arrangements, appointments, social events and anything you would put in a diary, particularly when the time, place or purpose is mentioned.

I'm seeing Bill in Paris tomorrow to discuss the project.
Going to can almost always be used in these situations, but use of the present continuous is very common in everyday spoken English.

Present simple

Use the present simple to refer to future events that are in a timetable.

Do you know when the last train leaves?
The verb **be** is often used in the present simple when talking about personal schedules.

I'm in Madrid on Friday and I'm away for a couple of days next week as well.

Language at work**1** Read the situations and the responses 1–7.Cross out one option in *italics* that is incorrect.

- 1 You come to an office to see either Mr Peters or Miss Winston. The receptionist tells you that Mr Peters is away for the day.
That's OK. *I'll see / I see / I am seeing* Miss Winston.
- 2 A colleague asks you if you are free this afternoon. You have arranged to take Ben to the airport.
No, *I'm taking / I will take / I'm going to take* Ben to the airport.
- 3 A colleague asks if you have any plans for the weekend.
Yes, *I'm meeting / I will meet / I'm going to meet* Jack for a meal this evening.
- 4 A friend asks you what the future holds for property prices.
Most people seem to think *they are falling / they are going to fall / they will fall* next year.
- 5 You are at a football match. Your team is 3–0 down and there are only 2 minutes to go. A friend asks why the manager doesn't bring on some new players.
It's too late. *We will lose / We are going to lose.*
- 6 A colleague wants to arrange a meeting for Tuesday.
Sorry, that's no good – *I'm / I'm being / I'll be* in Paris on Tuesday.
- 7 A colleague tells you that she can't give you a lift to the station as originally planned and she apologizes.
Don't worry – *I'll get / I'm going to get* a taxi.

2 Complete these dialogues with the best form of the verbs in brackets (sometimes more than one form is possible).

A Where are you going?

B I¹ _____ (pick up) the new catalogues from Amanda today.A Do you think Bill² _____ (be) there?B Yes, I³ _____ (see) him after Amanda – why?

A I've got a new price list for him ...

B OK, I⁴ _____ (take) it with me if you like. I⁵ _____ (make sure) he gets it.

C Have you decided on your holiday yet?

D Yes – we⁶ _____ (go back) to Spain. I booked everything a few weeks ago.C⁷ _____ (you / stay) in the same place as last year?D Yes, it's much easier. But we⁸ _____ (not / fly) this time.C How⁹ _____ (you / get) there?D Ferry and car. There's a ferry that¹⁰ _____ (leave) at 8 p.m. every night. The whole journey¹¹ _____ (only / take) 24 hours, and it means we¹² _____ (have) our own transport when we're there.