

## VOCABULARY

## 1 Careers

Choose the best word to complete each sentence.

- 1 Zoltan decided on his career *move / plan* when he was in his first year of university, and amazingly, he followed it until he retired.
- 2 Rupert hopes to make a *living / course* doing freelance consulting.
- 3 My company has a training programme that offers career *opportunities / breaks* to students who have just graduated from university.
- 4 Helena was very happy with the *bonus / progress* she got last month.
- 5 If you want to climb the career *plan / ladder*, you have to be prepared to work very hard.
- 6 Dominic was very pleased when he earned his *first job / commission*.
- 7 Begonia is ready to make a career *opportunity / move*, so she's applying for jobs with other companies.
- 8 Alicia did a *mistake / her best* when she completed her job application.
- 9 Some companies help their employees take a career *path / break* by giving them a few months off without pay.
- 10 Pietro was 55 years old when he took *early retirement / a pension*.
- 11 Mei-Mei didn't follow the usual career *ladder / path* for the CEO of a marketing firm. She started out working as a primary-school teacher.
- 12 Sharon never felt happy working *overtime / extra*.
- 13 Magnus earns €60K *per year / flexitime* in his new accounting job.
- 14 I wasn't surprised to hear that Dean got *the sack / a mistake*, but I feel very sorry for him.

## MODALS

Complete each conversation with *can*, *could* and *would*. Use each word once in each conversation.

A: .....<sup>1</sup> I help you?

B: Yes. My name's Heinz Wagner. I'm here to see Martina López.

A: She'll be right out. ....<sup>2</sup> you like a cup of coffee or tea?

B: No, thanks. But ....<sup>3</sup> you tell me where the men's room is, please?

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A: My cousin .....<sup>4</sup> speak French and German by the time she was five, and now she .....<sup>5</sup> speak Russian and Greek as well.

B: Do you think she .....<sup>6</sup> like to learn any more languages?

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A: .....<sup>7</sup> you like to ask any more questions about Fabian?

B: Yes. ....<sup>8</sup> he drive? Does he have a licence?

A: I'm not sure. I .....<sup>9</sup> phone him and ask him.

## SKILLS

## Match the halves of the expressions.

## Part A

- |                    |                                              |
|--------------------|----------------------------------------------|
| 1 Can              | a) with someone right now.                   |
| 2 Can I get him to | b) her to call me back?                      |
| 3 Can I leave      | c) to Michael Sands, please?                 |
| 4 He seems to be   | d) you hold?                                 |
| 5 Could I speak    | e) him that I called?                        |
| 6 Could you        | f) call you?                                 |
| 7 Could you ask    | g) a message, please?                        |
| 8 Could you tell   | h) transfer me to the IT department, please? |

## Part B

- |                         |                               |
|-------------------------|-------------------------------|
| 1 Could you tell me     | a) Larissa Schulton speaking. |
| 2 Can I take            | b) a message?                 |
| 3 I can transfer you    | c) answer.                    |
| 4 I'll                  | d) there's no answer.         |
| 5 I'm afraid            | e) to her voicemail.          |
| 6 I'm sorry, there's no | f) what it's about?           |
| 7 Is this the           | g) put you through.           |
| 8 Who's                 | h) marketing department?      |
| 9 Yes, this is          | i) calling, please?           |

## 2 Companies

## VOCABULARY

## Complete the text below with the words in the box.

net profit   parent company   pharmaceutical   share price  
Spanish subsidiary   turnover   workforce

**Espania-pharm**

Espania-pharm today announced the opening of its new head office in Barcelona. The .....<sup>1</sup> company's efforts to boost its market share paid off in the first quarter, as its .....<sup>2</sup> was almost €15.6 million, leading to a .....<sup>3</sup> of €8 million. The company has also doubled the size of its .....<sup>4</sup> by hiring 50 new employees in the past four months. However, the company's .....<sup>5</sup> is unlikely to go up until investors feel confident that the company is strong.

Espania-pharm is the .....<sup>6</sup> of the global giant. The .....<sup>7</sup>, based in Stockholm, reported profits of €950 million in the first quarter.