

Working with words

Complete sentences 1–7 with a word from each list.

*return investment business start-up gap
temporary venture*

*investment capital market outlet fund
capitalist model*

- In a competitive business, you can only succeed if you see a new _____ in the _____.
- I think you'll need about €50,000 as _____ to launch your new company.
- We'd like to test the model, so we'll set up a _____; if it works, we develop the business more fully.
- I'd rather borrow the money from my parents than have to share the profits with a _____.
- If I lend you €30,000 to set up the business, what do you expect will be the _____ on my _____?
- We need to establish an _____ to provide stability during the early days of running the business.
- When online sales became more popular, the company changed their _____ to target new and younger customers.

Choose the correct words in *italics* in 8–12.

- Your involvement in this project is *totally* / *extremely* important. I'm relying on you!
- The results for the last quarter are *absolutely* / *hugely* fantastic!
- You've been *incredibly* / *completely* helpful. Thanks a lot.
- Their plan is *extremely* / *absolutely* ridiculous.
- Andrew's behaviour was *extremely* / *completely* outrageous. I'm so sorry.

Business communication

Complete 13–23 in the two conversations with expressions a–k. Write the letters in the spaces.

- Send me the details
- Could you do me a favour?
- since you're
- Actually, that's the reason why
- What have you been up to?
- Then let's talk about it over dinner.
- Could you put me in touch with
- How's life treating you?
- The thing is
- When was the last time we saw each other?
- I'll certainly try and think of someone.

- A Jose, I don't believe it!

B Tonya! How are you?! ¹³_____

A Oh, the same old things ... still working for TTB. What about you?

B I've had a couple of jobs since I left TTB but I've just set up on my own. Which reminds me. ¹⁴_____

A Sure.

B ¹⁵_____, I've been looking for a document recently on website insurance. I think I left it at TTB.

A OK. ¹⁶_____ and I'll see what I can do.
- A It's good of you to meet me this morning.

B Don't mention it. ¹⁷_____

A At that conference in Lisbon.

B That's right. ¹⁸_____

A Not bad, though I've had problems with my employer. ¹⁹_____ I asked to meet. ²⁰_____ anyone who might have a position, ²¹_____ well known in the business?

B ²²_____ Why don't we have a drink first? ²³_____

Language at work

Choose the correct words in *italics* in 24–30.

- I've *called* / *been calling* her all afternoon and she still hasn't got back to me.
- They've *sent* / *been sending* me the final report. I just need to check it.
- I've *worked* / *been working* in this department while two of their staff are away.
- I hope they've *kept* / *been keeping* you busy. How much longer are you on secondment here?
- We've finally *agreed* / *been agreeing* the deal and the contract has been signed.
- She's *applied* / *been applying* for a new job. I think the interview for it is next week.
- Hello! I haven't *seen* / *been seeing* you for ages!

Result _____ / 30 marks

Unit 9 Speaking test

Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

Role-play 1

Student A

You are at a conference and meet an old school friend who now owns his/her own company. You don't like your current job so ask him/her a favour.

- Greet your friend.
- Ask about work/life.
- Respond to questions about work/life.
- Change the subject to introduce a favour.
- Ask about possible job openings at his/her company.

Student B

You have your own successful business. You are at a conference and meet an old school friend who asks a favour.

- Greet your friend.
- Ask about work/life.
- Respond to the request for a favour.

Role-play 2

Student A

You are at an airport. By chance, you meet an old colleague who used to work for your company but went to work for a competitor. Be prepared to respond to a request for a favour.

- Greet your colleague.
- Ask about work/life.
- Respond to the request for a favour.

Student B

You are at an airport. By chance, you meet an old colleague from your previous company. You left a list of contacts there and need the details for a client called Mason Richards. Ask your colleague to find this information out for you.

- Greet your colleague.
- Ask about work/life.
- Respond to questions about work/life.
- Change the subject to introduce a favour.
- Ask your colleague to get the client's details.

Unit 9 Speaking test results

Use these forms to evaluate the students.

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
greet the other person			
ask about work/life			
respond to questions about work/life			
change the subject to introduce a favour			
ask a favour			

Result _____ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
greet the other person			
ask about work/life			
respond to questions about work/life			
change the subject to introduce a favour			
ask a favour			

Result _____ / 10 marks