

VOCABULARY

A Complete the sentences with adjectives about people.

- 1 Luigi is a very q u i e t person. He never says anything in meetings.
- 2 I am _____ t _____ and I would really like to become head of my department one day.
- 3 Leila is very _____ d-w _____. She works longer hours than everyone else.
- 4 Our new manager has lots of new ideas and she always finds good solutions to problems. She's very _____ a t _____.
- 5 Heinrich likes going to parties and meeting new people. He's extremely _____ i a _____.
- 6 You're late again. Could you try to be a bit more _____ c t _____?

B Complete the sentences with words from the box. Write Ø if no word is missing.

at	for (x2)	on	to	with (x2)
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- 1 A motivating manager encourages employees to work well.
- 2 A sales rep should never be rude customers.
- 3 Yasin is very helpful. He likes to do things other people.
- 4 Sandra always meets deadlines.
- 5 Claudia is very practical. She is really good making things work.
- 6 Sakiko is never late meetings.
- 7 Yeliz likes working in a team and she gets on well others.
- 8 A good employee always arrives time.
- 9 He was nice, but he was not very popular his colleagues.
- 10 Their new manager really knows how to motivate staff.

C Match the sentence halves to make definitions for other adjectives about people.

- | | |
|--------------------------|---|
| 1 A successful person | a) does not let you down. |
| 2 A confident person | b) stays calm when they have to wait for a long time. |
| 3 A knowledgeable person | c) can do tasks well without wasting time. |
| 4 A patient person | d) is dressed in a neat and attractive way. |
| 5 A polite person | e) knows a lot about a particular subject. |
| 6 A reliable person | f) is sure that they can do something well. |
| 7 A smart person | g) speaks or behaves in a way that is not rude to other people. |
| 8 An efficient person | h) can always do what they try to do. |

LANGUAGE
REVIEWPast simple:
negatives and
questions**A** Write the missing letters to complete the verb forms.

Infinitive	Past
1 begin	b <u>e</u> <u>g</u> <u>a</u> n
2 b r _ _ _	brought
3 catch	c a _ _ _
4 come	c _ _ _
5 _ _ _ _ _	drove

Infinitive	Past
6 find	f _ _ _
7 go	w _ _ _
8 know	_ _ _ w
9 l _ _ _ _	left
10 send	s _ _ _

B Complete the sentences with the correct form of verbs from exercise A.

- I didn't know that you went on a training course last month.
- I didn't to work because of the snow. I a bus instead.
- Why did Emma the company?
- Did he the report by post or did he it here himself?
- When did the training course ?
- Our first manager really how to motivate us, didn't he?
- I didn't to the staff meeting. I was feeling very ill.
- This is very useful information. Where did you it?
- Did you the early morning train?
- Why didn't Peter into partnership with Koreka Media?

C Now match the responses (a–j) to the sentences in exercise B.

- He certainly did. We all wanted to work hard for the company.
- He delivered it by hand yesterday afternoon.
- Well, he heard that they were in financial difficulty.
- It was all in last year's annual report.
- No, I didn't. I came by car.
- On 26th February.
- Really? I thought everyone in the office knew!
- Well, I think she didn't get on with the new manager.
- Were you? Did you see a doctor?
- Yeah. I left my car at home, too.

6

Question
forms**D** Write the words in the correct order to make questions.

- they / punctual / Were / ?
Were they punctual?
- a / Did / he / in / like / team / to / work / ?
.....
- they / Were / hard-working / ?
.....
- colleagues / her / popular / Mrs Whitehead / Was / with / ?
.....
- motivate / know / Did / how / people / she / to / ?
.....
- happy / Sandra / to / Were / with / work / you / ?
.....

E Match the short answers (a–f) to the questions in exercise D.

- a) Yes, they were. ☐ 1
 b) No, she wasn't. ☐
 c) Yes, she did. ☐
 d) No, he didn't. ☐
 e) Yes, I was. ☐
 f) No, they weren't. ☐

F Complete the short answers to the questions.

- 1 Was Philip on time? No, he wasn't.
 2 Did you and Barbara go to the staff party? No,
 3 Did the sales reps get all the information they need? did.
 4 Were Sue and Tom in the same team? weren't.
 5 Does Sue work in the research team? No,
 6 Was the training course useful? Yes,
 7 Were the participants satisfied? Yes,
 8 Can you meet this deadline? Yes,

G Read the text. Then make questions for the answers below.

Birgitte Nielsen was born in Aarhus, but her parents moved to Copenhagen when she was only three years old.

She was a very successful student. Her favourite subjects were Physics and Maths. In fact, she was always very good with numbers, maybe because her father worked in a bank and her mother was a computer programmer.

At the age of 18, Birgitte wrote a book called FORTRAN for Beginners. The students liked it a lot and said it was better than the course book!

After secondary school, she went to Dublin for a few years, where she did an MBA. Her two passions, computer programming and business, led her to found her own company at the age of 25. Today, Nielsen Electronics is a very successful business, with branches in five different European countries.

- 1 In Aarhus. Where was Birgitte born?
 2 To Copenhagen.
 3 Yes, she was.
 4 Physics and Maths.
 5 In a bank.
 6 Yes, they liked it a lot.
 7 In Dublin.
 8 She founded Nielsen Electronics.
 9 Yes, it is.
 10 Five.

WRITING

Linkers:
because/
but/so

A Complete the sentences with linkers from the box.

because (x4) but (x2) so (x2)

- 1 Management is very worried because sales are falling.
 2 After graduating, Miguel wanted to help his parents he worked for a year in the sales department of their company.
 3 Leila studied law at university, her dream was to find a job in marketing.

- 4 Our sales went up quickly our new products were very successful.
- 5 Piers was voted salesperson of the year he helped increase sales by 15 per cent.
- 6 Tamara wanted to improve her English she decided to study for a diploma in business in Dublin.
- 7 Vladimir had a permanent position, he changed his job after a year he did not get on with his boss.

Editing**B Read the first part of a letter of reference.**

In most of the lines 1–8 there is **one extra word** which does not fit. Some lines, however, are correct.

If a line is **correct**, put a tick (✓) in the space provided.

If there is an **extra word** in the line, write that word in the space provided.

Dear Ms Eastwood

Thank you for your letter of the 2nd February about Marcel Lacour's application for the job of Deputy Director.

Marcel is worked with us for three years as Office Manager. Then he worked for two years in the same position in the our Paris subsidiary. He has a degree in Accountancy and Management and he is currently doing a part-time MBA. His knowledge of languages includes any French, English, Greek and Polish. This makes him a very suitable for work in a European of organisation.

- | | |
|---|--------------|
| 1 |✓..... |
| 2 |an..... |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |

C Now match the sentence halves to make the second part of the letter of reference.

- | | |
|---|--|
| 1 He is an excellent manager, very dedicated to the staff | a) is a good team leader. |
| 2 He is hard-working and gets | b) for this post. |
| 3 He motivates the staff and | c) his work and is a creative and flexible person. |
| 4 He is good at dealing with problems and is very good at | d) negotiating solutions. |
| 5 Marcel is completely reliable and always | e) meets his deadlines. |
| 6 He has a very positive attitude to | f) and to the quality of his work. |
| 7 I highly recommend him | g) very good results. |

Yours sincerely

Julian Ash
Director