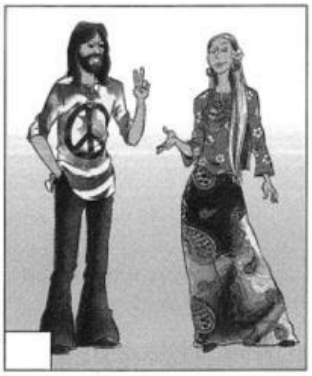
UNIT 5 - LESSON 1 - HOMEWORK

LISTENING

Exercise 1

People are talking about fashions from the past. Listen and number the pictures.

A. 

B. 

C. 1 

D. 

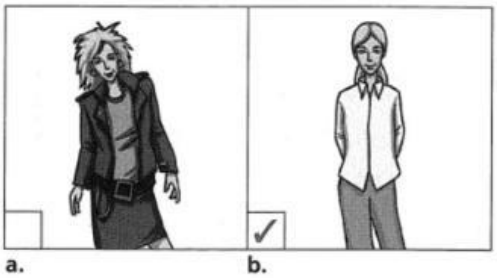
E. 

F. 

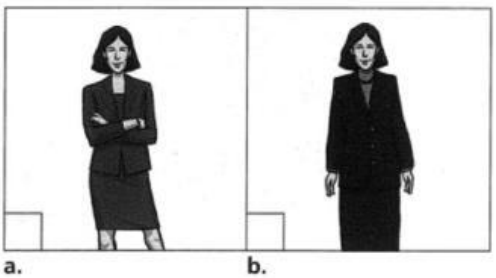
Exercise 2

CD 3-8 ▶ Task 1

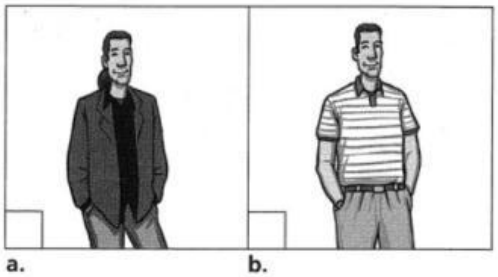
People are talking about how their friends have changed. What do their friends look like now? Listen and check (✓) the correct answer.

1. 

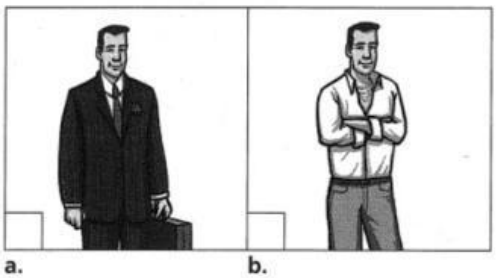
a. b. ✓

2. 

a. b.

3. 

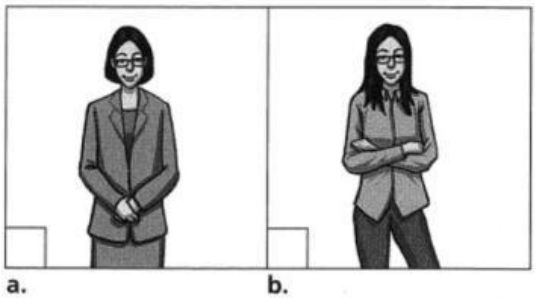
a. b.

4. 

a. b.

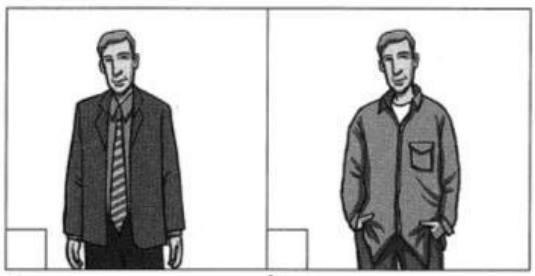
LIVEWORKSHEETS

5.



a. b.

6.



a. b.

CD 3-8 ▶ Task 2

Listen again. Are these statements true or false? Check (✓) the correct answer.

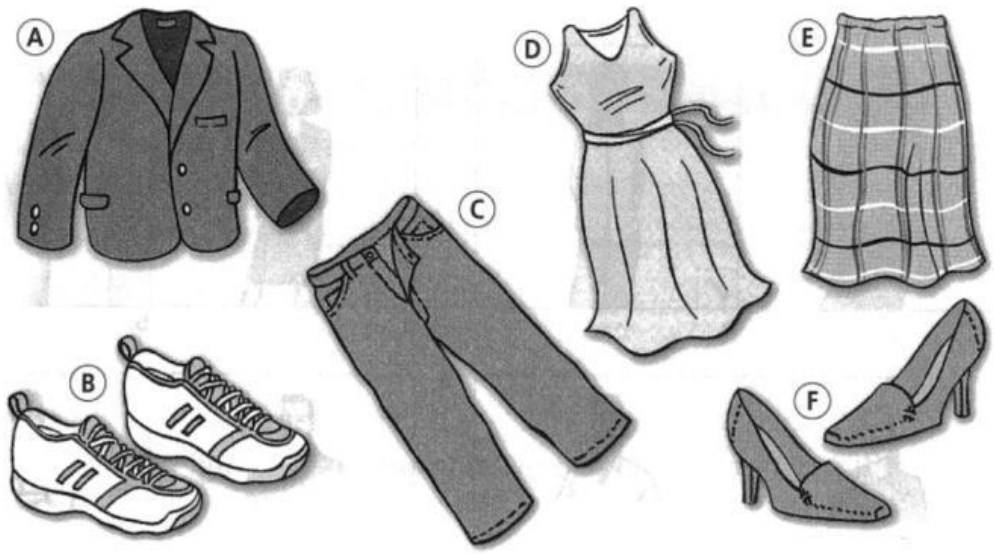
	True	False
1. Mary is starting college.	☐	☑
2. Beth recently got a raise.	☐	☐
3. Jake got a new job.	☐	☐
4. David just got married.	☐	☐
5. Karen got a big promotion at work.	☐	☐
6. Steve got a job at a bank.	☐	☐

Exercise 3

CD 3-9 ▶ Task 1

People are describing things they have just bought. Listen and write the correct letter.

Items
1. F
2. ___
3. ___
4. ___
5. ___
6. ___



CD 3-9 ▶ Task 2

Listen again. Circle the correct answer.

1. Where were they made?
   (a.) in Italy
   b. in China
   c. in the U.S.

4. What are they made of?
   a. leather
   b. denim
   c. silk

LIVEWORKSHEETS

2. What is it made of?
   a. cotton
   b. leather
   c. wool

3. How much did it cost?
   a. $50
   b. $100
   c. $200

5. How much did it cost?
   a. $90
   b. $95
   c. $99

6. Where were they made?
   a. in China
   b. in Korea
   c. in Italy

LIVEWORKSHEETS

READING

1 **Read the text in Exercise 2. Match the underlined parts of the text to the type of specific information described in the box. Find two more reasons and one more explanation in the text.**

1 explanation	**2** reason	**3** example	**4** comparison	**5** condition

2 **Re-read paragraphs A, D and E. Then choose the best descriptions of the paragraphs, a, b or c. Decide which is the topic sentence for each paragraph.**

1 *paragraph A*

a the media **b** large companies **c** smaller businesses

2 *paragraph D*

a the reasons why small companies are better than larger ones

b the reasons why the government wants more small businesses

c a list of good points about small companies

3 *paragraph E*

a the role of policy makers

b the importance of business planning

c tips on improving your business

3 **Read the questions below. Underline any key words in the questions. Then use the keywords to help you find answers in the text.**

1 Which paragraph mentions statistics?

2 In paragraph A, which word indicates that the text will not be about large businesses?

3 In paragraph C, which sentence explains why new and developing small businesses are crucial to the success of the economy?

4 Which paragraph builds on the same idea as the one in A and C (mentioned in question 5)?

A The business sections of the media tend to focus on large, traditional companies. By definition, these are high-profile businesses – the companies that are quoted in the leading share price indices. However, most economists agree that smaller businesses, particularly new and developing small businesses, are central to the long-term success of any economy. They argue that the industries of the future will originate in the small business sector. That is why the United Nations Economic Commission for Europe describes SMEs (small and medium-sized enterprises, with fewer than 250 employees) as 'the engine of economic development'.

LIVEWORKSHEETS

B In the UK, the Department of Trade and Industry (DTI) reported that the total number of businesses, including small companies, partnerships and sole traders, rose by 260,000 in 2004 to 4.3 million (source: www.dti.gov.uk). This is up from the previous year and represents the best figures ever recorded.

C This is success for government policy. Successive UK governments have sought to encourage small business start-ups. Behind the policy is a belief that small businesses contribute to a stronger economic base, and that they have the ability to thrive in a competitive global business environment.

D The government also encourages small businesses because they are:

- a source of employment
- flexible and innovative
- responsive to gaps in the market
- able to accommodate people with a passion for a product and who might not thrive in a large corporation.

Business planning

E Policy makers recognize that it is not sufficient to simply encourage an enterprise culture. If new entrepreneurs are to succeed, if new businesses are to thrive, then it is important that they appreciate the central role of planning. A business plan is the basis of new business development, and it encourages an entrepreneur to think ahead and plan, as far as possible, for the business to be successful.

F Writing a business plan will not in itself ensure that a business survives. However, it is an invaluable exercise, forcing entrepreneurs to go through planning steps to make sure their business propositions are viable. A business plan draws on concepts, skills and knowledge, including:

- doing market research to make sure that planned products and services meet customer needs
- understanding the market by analysing competitors' products, services and prices
- setting clear business aims and objectives
- finding sufficient capital to meet the business's short-term and long-term needs
- deciding on the most suitable structure and form of ownership for the business.

Glossary

share price indices: plural of 'share price index': a system by which (the speed of) changes in the value of share prices is recorded and measured • *sole trader:* a person who owns their own business and does not have a partner or any shareholders

Practice for the test

Questions 1–6

The passage below has nine paragraphs A–I. Which paragraphs mention the following information? You may use any letter more than once.

1 physical and mental problems that a business owner can face .....
2 leadership and team improvement ideas .....
3 the advantage of not expanding in business .....
4 individuals and larger groups that can help people new to business .....
5 the reasons why the more basic jobs in a small company should not be carried out by employers .....
6 external reasons why companies should try to keep their employees' knowledge and expertise up-to-date .....

LIVEWORKSHEETS

Setting up in business



A It takes a considerable commitment to set up and run a small business. Owners must be able to do all the tasks necessary to run the business or have sufficient funds to buy in appropriate external help; and even then they must be able to check the quality of the service they are receiving.

B Anyone planning to start a business must be realistic about what can be achieved, and in what time frame. Entrepreneurs often work extremely long hours, not just during 'trading' hours, but also after hours doing all the associated paperwork. If entrepreneurs overwork, they will find it difficult to make good decisions and will lack the energy to analyse and evaluate marketing and finance data. If an entrepreneur becomes over-tired and over-anxious, they can undermine their businesses by giving the impression that things are bad and the business is just about to close down.

C Many organizations provide support networks for entrepreneurs running small businesses. These networks provide training and access to experienced business mentors for little or no charge. The Business Link network, funded by Department of Trade and Industry, is one source of this kind of support. If entrepreneurs are under 30 years of age, the Prince's Trust also provides training and mentoring for business start-ups. There are various other privately run business networking groups which can be both fun and mutually supportive.

D Owners need to consider four key issues: training, leadership and team development, delegation and management systems.

E Investment in training is necessary to ensure that staff have the skills to do their jobs efficiently and they can meet the requirements of current legislation, such as health and safety. Staff may also need training to develop skills to meet internationally recognized quality standards for products and service delivery. Research shows that small and medium-sized firms often find it very difficult to organize effective training.

F Ideally, workplace teams should be happy, creative working groups of individuals who support each other, work to each other's strengths and work towards the business's goals. This might require the owners to undertake self-assessment and target-setting reviews to ensure that the business is staying focused on its objectives. Team development can be fostered by organizing events such as team lunches and days out walking together.

G Owners should delegate and employ appropriate people to do the tasks that they cannot do or do not have time to do. By freeing themselves from some of the easier day-to-day tasks of the business, owners can spend their time monitoring the overall business and thinking about where the business should be going. Certainly, if the owners are passionate about the business, they need time to step back and focus on the long-term goals and vision of the organization. They also need time to network, to build up sales leads and to explore further investment opportunities for the business.

H In time, owners need to be able to let go of control of some aspects of the business and to develop more formal management systems. This is probably the most difficult task for any entrepreneur. Many entrepreneurs find it very difficult to trust paid employees to run their businesses.

I At this stage in their development, without outside help and guidance, many businesses simply reach their 'natural' capacity and they do not develop or grow any further. Entrepreneurs need to decide whether they want to keep their business small – so that they retain control of all decisions – or whether they want to go on growing their business and therefore accept that this will necessarily change their role in the business.

Glossary

Business Link: the UK government's online resource to provide support for businesses • *Prince's Trust:* a charity in the UK started by Prince Charles in 1976 to help young people

LIVEWORKSHEETS

GRAMMAR

A **Cross out the ONE incorrect option.**

1 I *am going to cycle / am cycling / ~~cycle~~* into town. Can I get you anything?
2 We believe the company *will create / is going to create / is creating* more jobs in the area in the next year.
3 According to the weather forecast it *snows / is going to snow / will snow* later.
4 Now is a good time to buy a house, because prices *will definitely go up / definitely go up / are definitely going to go up* soon.
5 Chris *isn't going to come out / doesn't come out / isn't coming out* with us next Saturday.
6 *Do you watch / Are you watching / Are you going to watch* the match tomorrow?
7 Hi Jon, it's Trevor. Listen, we *will have / are having / are going to have* a barbecue on Sunday – do you want to come?
8 These flowers *aren't lasting / won't last / aren't going to last* very long without water.

B **Complete the dialogues, using appropriate future forms of the verbs in brackets.**

1 A: It's going to be a really boring party.
B: No it's not. Graeme 's going / 's going to go and he's always good fun. (go)
2 A: I'm sorry, we've run out of beef.
B: Oh, OK. I _____ chicken then, please. (have)
3 A: Why do you need a new laptop?
B: My old one's very old and it _____ working one of these days. (stop)
4 A: Do you need a babysitter to look after the children tonight?
B: No, it's OK. They _____ with my mum. (stay)
5 A: It's a bit hot in here, isn't it?
B: Just a second. I _____ the window. (open)
6 A: Have you got a hammer I can borrow?
B: No, sorry. Ask Terry. I bet he _____ you one. (lend)
7 A: Do you want to play tennis this afternoon?
B: I can't. I _____ my sister and her husband to the airport. (take)
8 A: I've got an appointment with Doctor Patel.
B: That's fine. Take a seat and we _____ you when she's free. (call)

C **Complete each sentence b so that it has a similar meaning to sentence a. Use two to six words, including the word in brackets.**

1 a What are your holiday plans for next summer? (you)
b Where are you going on holiday next summer?
2 a It's Gary's 21st birthday on Thursday. (be)
b Gary _____ 21 on Thursday.
3 a It's going to be impossible for us to come on Friday. (able)
b We _____ on Friday.
4 a I've got an appointment with a new client this afternoon. (meeting)
b I _____ this afternoon.
5 a The departure time of your flight is 19.25. (at)
b Your _____ 19.25.
6 a There's no chance of the situation improving in the next few years. (definitely)
b The situation _____ in the next few years.
7 a I haven't seen Ellie for years. I don't think I'll recognise her. (bet)
b I haven't seen Ellie for years. _____ recognise her.
8 a The Bank of England has announced an increase in interest rates for the end of the month. (is)
b The Bank of England _____ at the end of the month.

D **Complete the dialogues, using the words in brackets and correct future verb forms.**

1 A: There's no milk left.
B: OK. I 'll go and get some. I'll be back in five minutes. (go / get / some. I / be / back)
2 A: How are Sam's exams going?
B: OK, I think. His last one _____ when it's over. (be / next Tuesday. He / be / very happy)
3 A: I have to go now, but I'll probably see you at Helen's party on Saturday.
B: Actually, I _____. (go / away / for the weekend / so I / not / be able to go)
4 A: We should get together soon. I haven't seen you for ages.
B: Good idea! In fact, what _____. Would you like to come? (you / do / next weekend? I / have / a barbecue on Sunday)
5 A: What kinds of new inventions can you imagine in the next 100 years?
B: I don't know, but _____ a machine for going back in time! (I / not / think / anyone / invent)

LIVEWORKSHEETS

6 A: When will I know the results of the interview?
B: Well, we _____
_____
early next week.
(interview / more people this week, / then we / let you know / our decision)

7 A: Where shall I meet you tonight? At the cinema?
B: No, the film _____
_____
_____
in the Blue Café from about 7.
(start / at 8 but / we / have a coffee first. / We / be)

8 A: What's the matter with Sue? She seems worried about something.
B: Yes, she is! She _____
_____ too difficult for her!
(start / her new / job tomorrow. / She / think / it / be)

E **Complete the dialogues, using appropriate future forms of the verbs in brackets.**

1 A: When is Elena's birthday? ? (be)
B: On 22 April. She'll be 17.

2 A: _____ ? (arrive)
B: Half past three. As long as it's on time.

3 A: _____ ? (snow)
B: No, I don't think so. It hardly ever snows here.

4 A: _____ ? (do)
B: I'm going to have dinner with some friends.

5 A: _____ ? (have)
B: Probably pasta or something like that.

6 A: _____
_____ ? (win)
B: The next election? No idea! I hate politics!

7 A: _____
_____ ? (buy)
B: I'm not sure. Maybe a book, because I know she likes reading.

8 A: _____ ? (stay)
B: No, with some friends actually. They live right next to the beach.

MY TURN!

In your notebook, write replies to these people which are true for you. Use the future forms from this unit.



Example: 1 I'm probably going to stay at home.

MY TEST!

Circle the correct option.

1 I'm feeling tired. I think _____ to bed. a I go b I'll go c I would go
2 How long _____ you to drive to our house next Tuesday? a does it take b is it taking c will it take
3 I hope she _____ no tomorrow when I ask her to marry me. a isn't saying b won't say c hasn't said
4 I reckon _____ their wedding present when they open it. a they'll love b they love c they're loving
5 I can't go out with you tomorrow. _____ my sister move into her new flat. a I help b I'll help c I'm helping

My Test! answers: 1b 2c 3b 4a 5c

LIVEWORKSHEETS