

1. Choose the best word to complete each sentence**VOCABULARY**

- 1 Liam is a very *articulate* / *responsive* speaker. He expresses his ideas clearly and effectively.
- 2 The product presentation was *rambling* / *sensitive*. It included a lot of useless information, and no one really understood the point.
- 3 Your talk is limited to 10 minutes, so you need to be *responsive* / *succinct*. If you don't stick to the point, you won't have time to say everything.
- 4 Bill is *extrovert* / *focused*, so he really enjoys giving presentations. He loves being the centre of attention and talking to people.
- 5 I'm afraid I still don't know anything about the launch. The Marketing Manager gave a presentation about it, but he wasn't very *hesitant* / *coherent*. I don't think he was prepared.
- 6 I've asked Elise to attend the meeting. She's very *persuasive* / *inhibited*, and I think she can get a good deal for us.
- 7 I really enjoy listening to Pietro negotiate. He's *reserved* / *eloquent* and knows the business very well, so he speaks with great authority.
- 8 To be a *fluent* / *concise* speaker, you need to practise speaking so that your words flow naturally.
- 9 Veejay *interrupted* / *confused* Simon's talk and asked several questions. He should have waited until Simon had finished.
- 10 Let's not *clarify* / *digress* from the main point. We haven't got much time.
- 11 Speakers can *explain* / *engage* the audience by telling interesting personal stories and by making eye contact.
- 12 You have to concentrate and *listen* / *ramble* to the questions the audience asks.

2. Complete the conversation below with the words in the box

bush grapevine loop mouth picture stick wall wavelength

A: Have you seen Marco today?

B: No. Why?

A: Oh, I just wondered.

B: Don't beat about the¹. Why are you asking?

A: Well, I heard on the² that he's been promoted.

B: Really? Are you sure you didn't get the wrong end of the³?

A: That's why I asked if you'd seen Marco. I want to get it straight from the horse's⁴.

B: Why don't you ask Rolf? He'll know.

A: Rolf? Talking to Rolf is like talking to a brick⁵. We're never on the same⁶.

B: OK, how about Lea? I'm sure Marco's keeping her in the⁷.

A: Yeah, good idea. I'm sure Lea will put me in the⁸. Thanks for the suggestion!

3. Match the halves of the expressions

SKILLS

1 Sorry, could you	a) 'a long time'?
2 I didn't quite	b) you spell that, please?
3 Could you speak	c) catch that.
4 Could you say	d) what we've agreed.
5 Would	e) you back?
6 Sorry, I'm not	f) I know what you mean.
7 What do you mean by	g) repeat that?
8 What does	h) up, please?
9 Sorry, I	i) that again, please?
10 Sorry, I'm not sure	j) with you.
11 I'll have	k) 'too expensive' mean?
12 Can I call	l) to get back to you later.
13 Could you be	m) don't follow you.
14 Let me go over	n) a bit more  LIVEWORKSHEETS

VOCABULARY**4. Match the words to make common word partnerships**

1 marketing	a) penetration
2 market	b) retention
3 product	c) goods
4 customer	d) market
5 brand	e) feature
6 free	f) materials
7 expanding	g) group
8 focus	h) sample
9 raw	i) name
10 designer	j) strategy

5. Match the sentences halves**MULTIWORD
VERBS**

1 We arrived at 7.58 and the train set	a) forward to seeing you next week.
2 Let's set	b) up the new contract while we continued discussing the schedule.
3 I need to catch	c) off at eight o'clock. We barely made it!
4 Alicia drew	d) up with Freda – she's way ahead of me.
5 I was looking for	e) on the printer. Is that OK with you?
6 I'm looking	f) on working until I finish.
7 I'm going to carry	g) Ramon this morning, but I didn't see him.
8 I need to switch	h) up a meeting  LIVEWORKSHEETS