

Exercise 1: Write the verbs from the box under the correct prefix to make words connected with change. Use a good dictionary to help you. Some of the words can be used with more than one prefix.

assess centralize date develop grade launch
 locate organize regulate size structure train

<i>down-</i>	<i>de-</i>	<i>up-</i>	<i>re-</i>
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Exercise 2: Complete these sentences with the correct form of the verbs from the box in Exercise 1.

- Following the merger, the office layout was to accommodate the new staff.
- The most successful change in our company was the decision tothe company. Now there is more opportunity for promotion.
- It is now so expensive to rent offices in the city centre that many companies are their operations to purpose-built business parks at the city limits.
- The company has recently its workforce. Reducing the number of employees is the best way to stay profitable in the current economic climate.
- To improve efficiency, the company has introduced new working practices. The H R department will all sales staff.
- One of our products hasn't been selling well recently. The marketing team has decided to take it off the market and it next year with new packaging.
- The IT department report recommended that the company the computer system as soon as possible.
- The CEO thinks that too many decisions are made at Head Office. She wants tothe decision-making process so that branch managers are more involved at an earlier stage.

9. The company has finalized the plans to the disused car-park site. It is going to become a fitness centre for employees.
10. The logo and slogan are very old-fashioned. We need to the whole image of the product and bring it into the 21st century.
11. There is a lot of pressure on the government from consumer groups to the industry and remove controls, so customers can benefit from increased competition.
12. Following the report by the legal department and changes in the tax laws, the management decided to the situation and delay making a decision on the takeover.

Exercise 3: Match the words and phrases (1-8) to their definitions (a-h).

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| 1 subsidiary | a) an office where people answer questions and make sales over the phone |
| 2 factory/plant | b) a building from which goods or supplies are sent to factories, shops or customers |
| 3 call centre | c) a place through which products are sold |
| 4 service centre | d) a place where faulty products are mended |
| 5 headquarters | e) a company which is at least half-owned by another company |
| 6 distribution centre | f) the main office or building of a company |
| 7 warehouse | g) a building for storing goods in large quantities |
| 8 outlet | h) a large building or group of buildings where goods are made (using machinery) |