BUSINESS PARTNER B1 UNIT 1-5

GRAMMAR

1 Complete the mini dialogues with one word.

1. A: I need to tell my manager about the problem.
B: Why ….. you speak to her tomorrow?

2 A: My boss always shouts at me.
B: Your boss…… shout at you. It's wrong.

3 A: I don't know how to tell him that I broke the printer.
B: Why not ….. telling the truth? That's always best.

4 A: I can't understand this document.
B: You ….. to ask your colleague to explain it.

2 Choose the correct option.

Emma *1 was not having / did not have* a very good day. She *2 gave / was giving* a presentation to the company's biggest customers when suddenly her computer *3 crashed / was crashing*. She *4 was trying / tried* to start the computer again when her boss *5 was coming / came* into the room.

3 Complete the second sentence so it has a similar meaning to the first sentence. Use the word in brackets in the correct form.

1 The project was less difficult than expected. (easy)
The project was …. expected.

2 This interview was shorter than the first one. (long)
This interview was …. the first one.

3 Finishing on time was harder than anything. (difficult)
The …. thing was to finish on time.

4 The final stage of the job was the easiest part. (challenging)
The final stage of the job was the…. part.

4 Complete the second sentence or question so that it means the same as the first. Use the passive.

1 They finished the project last week.
The project last week.

2 They paint the goods by hand.
All the goods by hand.

3 We need a lot of money to complete the project.
A lot of money to complete the project.

4 They base their company in Switzerland.
Their company in Switzerland.

LIVEWORKSHEETS

5 Write Present Perfect sentences and questions using the words in brackets.

1 We / not post / our results. (yet)

2 The company / open / a store in India. (already)

3 We / start / building the new factory. (just)

4 We / announce / plans to buy out a supplier. (just)

VOCABULARY

1. Choose the correct option a, b or c.

Sarah has a great 1… attitude. She loves her job and is very 2… about it. She is good at 3… realistic goals for her team and is an excellent team 4 … . She has a lot of 5 … as she is always honest, which her team likes.

1.	a must	b can-do	c will
2.	a passionate	b ambitious	c resourceful
3.	a making	b doing	c setting
4.	a colleague	b partner	c player
5.	a integrity	b flexibility	c adaptability
6.			

2 Choose the correct option a, b or c.

ReedYew is a furniture 1 … and is therefore in the 2… sector. However, because it sells products worldwide to consumers, it is also part of the 3 … industry. The raw materials it uses come from suppliers in the 4 … sector all over South America. This sector is concerned with the 5 … of materials, such as coal and oil. However, there have been problems with wood supplies because of poor weather conditions.

1.	a builder	b maker	c consumer
2.	a primary	b secondary	c tertiary
3.	a retail	b services	c manufacturing
4.	a secondary	b tertiary	c primary
5.	a construction	b production	c extraction

3 Choose the correct option a, b or c.

We reached a major 1 … with the bridge project yesterday, when we opened the 2… bridge to the public. We had a few 3 … in the early stages, which we did not 4 … when we carried out the 5 … assessment. .

1.	a milestone	b solution	c decision
2.	a suspending	b suspense	c suspension
3.	a setbacks	b budgets	c milestones
4.	a manage	b predict	c communicate
5.	a construction	b register	c risk

LIVEWORKSHEETS

4 Choose the correct option a, b or c.

As a result of the fast 1 the company is enjoying, we are looking for new markets. One of our main 2 territories for next year is China. We need to create a new marketing 3 which takes local 4 into account. We have seen many 5 brands do badly in that part of the world.

1.	a growing	b grown	c growth
2.	a product	b target	c local
3.	a strategy	b target	c preference
4.	a preferences	b standards	c customisation
5.	a consumption	b consumable	c consumer

5 Choose the correct option a, b or c.

The smartphone is perhaps the greatest symbol of our 1 world, so we surveyed 3,000 people to find out what they want from their phone. 70 percent said they wanted something which was 2 . 65 percent said that it had to be 3 – in other words they wanted a phone which worked properly all the time. 35 percent said they always bought top of-the- 4 phones because having the most advanced technology was important. A few people, about 8 percent, said they preferred the 5 mobile phones of the nineties, which surprised us.

1.	a automated	b customised	c disrupted
2.	a designed	b happy	c user-friendly
3.	a innovative	b classic	c dependable
4.	a line	b range	c choice
5.	a classic	b unique	c advanced

LIVEWORKSHEETS

READING

Read the article and choose the correct answer a, b or c.

How solar power is lighting up a continent

The renewable energy industry in Africa is seeing huge growth. Until recently the majority of homes as well as many hospitals and schools in Africa did not have access to electricity, but things are now beginning to change.

The problem has forced many African entrepreneurs, as well as large companies, to think outside the box and come up with innovative projects. These range from things like solar lanterns and radios to larger projects such as mobile kiosks providing solar charging facilities.

Despite the lack of easily accessible energy, it is not unusual to see people in rural communities with mobile phones and other hi-tech gadgets that need charging. The mobile kiosk solves that problem. Another area of development is solar panels and storage units, which can be installed in individual homes. Now these gadgets can be charged regularly and families can use lighting when it is dark.

Another successful innovation is pay-as-you-go renewable energy for villages which are far away from the national electricity grid. Currently these households often use kerosene (a fuel oil) for lighting and open fires for cooking, both of which can be inefficient and dangerous. For example, families using kerosene lamps often suffer from sore eyes and headaches because of the fumes from the burning oil.

Firewood has been used as a fuel in Africa for thousands of years and has contributed greatly to the loss of forests across the continent, causing huge environmental problems such as poor soil.

Another interesting idea that one entrepreneur has developed is an office table which includes a power bank, (a kind of battery) for mobile devices. It means that students or business people can use their tablets or laptops for twenty-four hours without the need to recharge them.

Other ideas from around the world include solar-powered systems to change seawater into drinking water and solar water irrigation systems for farmers to water their crops.

So, as cooking fires and kerosene lamps disappear, Africa is lighting up more brightly and, at the same time, benefiting from healthier living conditions.

1 In the first paragraph we learn that
a there is no power in African hospitals.
b over fifty percent of African homes have no electricity.
c the global energy industry is growing.

2 To solve the energy problem, entrepreneurs
a have to be more innovative.
b use portable lights for charging.
c use mobile charging kiosks.

3 What do you find in rural villages?
a power storage units in each home.
b a lot of solar-powered lighting.
c many mobile phones and electrical equipment.

4 What do we learn about kerosene?
a Most people use it for cooking.
b It can damage a person's health.
c It is the most popular source of energy.

5 What does the article say about firewood?
a It is a useful source of energy.
b It helps to protect the soil.
c People have used it for a very long time.

6 The article says the office table
a charges mobile devices for a day.
b takes a whole day to re-charge.
c comes with built-in computers.

7 The last paragraph states that
a farmers will use seawater to water their crops.
b kerosene lamps are getting brighter.
c there is an innovation that makes seawater safe to drink.

LIVEWORKSHEETS

LISTENING

[BP_B1_Test_03_003.mp3] Listen to a radio interview with Gina Velas, an expert in project management. Choose the correct option a, b or c.

1 What does the interviewer say about failure?

a It's a good way to learn.

b You can't afford to fail.

c It's caused by a lack of experience.

2 What does Gina say about experience and skills?

a Project managers must train their teams.

b Teams must evaluate their own skills.

c Project managers should have relevant training.

3 Project managers should set goals that are

a challenging.

b clearly defined.

c simple.

4 Why does Gina say about changing goals?

a Clients are unable to assess them.

b It often affects the budget.

c Project managers like making changes.

5 What can poor communication skills lead to?

a project failure

b team disappointment

c weak managers

6 What else can demotivate a team?

a pressure from other staff

b not having enough resources

c losing control

7 What does Gina say about unexpected problems?

a Risk assessment predicts all problems.

b Allow extra time for them.

c Schedules are always flexible.

LIVEWORKSHEETS

WRITING

Read this email from the Human Resources Director to the new Sales Manager.

To: Gil Folds, Sales Manager
From: HR Director
Subject: New Sales Manager
Welcome to the company. I hope you have a good first day.
I have informed the staff that you are starting work today. However, I think it would also be a good idea if you could send them all an email to introduce yourself as soon as possible.

Write an email to all your colleagues:

- **introducing yourself.**
- **saying what your previous job was.**
- **saying how you feel about the new job.**
- **inviting them to contact you if they have any problems.**

Write about 60–80 words.

LIVEWORKSHEETS