UNIT C Revision

7 Cultures

VOCABULARY

1 Put the words in the correct order to make idioms.

1 to / on / a / fire / get / house / like / on

2 to / in / one's / foot / it / put

3 to / ice / the / break

2 Use the correct form of the idioms from Exercise 1 to complete the sentences.

1 I ..... at the party when I asked for a glass of wine. It was soft drinks only!

2 In some countries, talking about the weather for a minute or two is a way to .....

3 My new manager has a great sense of humour, and we really .....

ADVICE, OBLIGATION AND NECESSITY

Complete the sentences with *should(n't)*, *must(n't)* or *(don't) hove to.*

1 If you want my advice, you ..... have a big meal before a meeting. It will make you feel sleepy.

2 You ..... use your mobile phone in the plane. The flight attendants are very strict about this.

3 You ..... respect the speed limit at all times, otherwise your licence will be taken away.

4 We ..... work next Monday because it's a public holiday.

5 If you plan to do business in a foreign country, you ..... learn some of the language. That's always greatly appreciated wherever you go.

6 If you ..... refuse an invitation to dinner, make sure you have a valid excuse.

WRITING

1 Complete the e-mail on the opposite page with the words and phrases in the box. You will not need all of them.

are willing	best wishes	faithfully	invited
inviting	meet you	seeing you	sincerely
very much hope	wanted	would be delighted	would like to

2 Write Mr Ferreira's reply to Erman Bayar.

- Thank Mr Bayar for the invitation.
- Explain briefly what your presentation is about and mention that the abstract is attached.
- Mention your fee.
- Explain why you cannot be there for the second day of the conference.

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LIVEWORKSHEETS

To: J. Ferreira
From: Erman Bayar
Subject: Forthcoming IRTA Sales Conference

Dear Mr Ferreira,

We .....[1] invite you to attend our international sales conference, which is being held in Izmir this autumn. Your latest book on cross-cultural communication, *Bridges to Success*, has become a best-seller throughout the region. Therefore, we .....[2] if you could deliver a 30-minute keynote address at this event.

The conference will be on Wednesday and Thursday, November 4–5, from 9.00 till 15.00.

If you .....[3] to accept this invitation, could you please send us the abstract of your speech at your earliest convenience and also let us know what your fee is.

Your are also cordially .....[4] to the dinner which will be given in honour of the presenters and of our prominent guests on Thursday evening.

We .....[5] that you can accept this invitation and look forward to .....[6].

Yours .....[7],

Erman Bayar

8 Human resources

VOCABULARY

1 Match the verbs (1–7) to the nouns (a–g).

1 to apply	a) a candidate
2 to fill in	b) a probationary period
3 to attend	c) a psychometric test
4 to work	d) a vacancy
5 to shortlist	e) an application form
6 to advertise	f) an interview
7 to take	g) for a job

2 Choose the correct verb–noun combinations from Exercise 1 to complete the sentences.

1 A potential employer will often ask job seekers to ..... in order to form a better idea of their personality.

2 If the selection panel members consider that your application has sufficient merit, you will be contacted and invited to .....

3 Many companies would never ..... whose contact e-mail address is anything like 'cool_dude1987@bluedreams.net'.

4 The successful applicants will be required to ..... of six months, during which time their suitability for the post will be assessed.

5 Before you ....., it is useful to know what kind of company or institution is offering the position, so do your homework!

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LIVEWORKSHEETS

3 Look at the Case study on pages 80–81. You have decided to appoint Martha Gómez to the job. Complete the letter with the correct words.

Dear Ms Gómez

It was a .....[1] meeting you here at our Fast Fitness headquarters last Tuesday. As you certainly realised, the panel was extremely interested in your innovative fitness programs and how you would introduce those in our clubs.

Since then, we have .....[2] your .....[3], and all three were very positive.

Therefore, we are .....[4] to offer you the .....[5] of General Manager for our chain of health and fitness clubs.

We can offer a starting salary of $75,000 a year, plus an excellent .....[6] package, including free accommodation and insurance.

We expect you to commence work on September 1. However, we would like you to .....[7] a two-day induction meeting at our headquarters on 3–4 August, which will help you to get to know the company and some of your future .....[8].

Please could you .....[9] that you wish to take up this post and also let us know whether you are able to come to New York for the induction course?

We look forward to .....[10] from you.

Sincerely

1	a) welcome	b) pleasure	c) good	d) enjoy
2	a) found	b) checked	c) controlled	d) written
3	a) employers	b) managers	c) sponsors	d) references
4	a) please	b) informing	c) delighted	d) deciding
5	a) position	b) work	c) skill	d) employment
6	a) benefits	b) assets	c) bonus	d) profits
7	a) attend	b) assist	c) participate	d) take part
8	a) colleges	b) workmen	c) colleagues	d) workers
9	a) inform	b) confirm	c) prefer	d) refer
10	a) hear	b) heard	c) have heard	d) hearing

WRITING

Write a letter to one of the applicants who failed to get the job. Include the following points:

- thank the applicant for coming to the interview
- explain why you are not able to offer him/her the job, despite his/her skills and experience
- say you will keep his/her name on file and let him/her know about any future job openings.

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LIVEWORKSHEETS