

- 1 We went to the workshop that Li had recommended to us.
- 2 Most of the proposals were eventually accepted.
- 3 The firm,, went bankrupt last month.
- 4 What's the title of the talk.....?
- 5 Mrs Martens,, heads our translation service.
- 6 Two of the speakers were unable to come.
- 7 My favourite manager was a young man
- 8 Where is the report.....?

12 Competition

VOCABULARY

Complete the idioms in the sentences with the words in the box.

ball	field	game	goalposts	horse	neck	seat
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- 1 Dave's views on management may have seemed practical and attractive 20 years ago, but now he's just flogging a dead None of his ideas could possibly be put into practice.
- 2 Given our country's industrial policy and the new global economic environment, we should clear unreasonable hurdles and provide a level playing to all businesses, regardless of their size and nationality.
- 3 Smaller countries became frustrated, believing that the big powers kept moving the and failed to outline fixed rules that all should play by.
- 4 The creativity of our R&D people has enabled our company to stay ahead of the in this highly competitive market.
- 5 The two rival companies were running neck and in the push to achieve national leadership through local dominance.
- 6 Unprecedented state involvement in the car industry has put governments in America, Germany and elsewhere in the driving in deciding their carmakers' fate.
- 7 We are a French company, but our goal is to go international. However, we don't want to go global too early. It's extremely important for us to keep our eye on the in France.

PASSIVES

1 Complete the second sentence in each pair with a passive form so that it means the same as the first.

- 1 Someone tests all our new products in our laboratory.
All our new products are tested in our laboratory.
- 2 Every member of staff reads our weekly newsletter.
Our weekly newsletter by every member of staff.
- 3 A company driver will meet the conference delegates at the airport.
The conference delegates at the airport by a company driver.
- 4 We must review our health and safety regulations as soon as possible.
Our health and safety regulations as soon as possible.
- 5 They have closed three of their subsidiaries over the last year.
Three of their subsidiaries over the last year.
- 6 We are currently developing a new sugar-free soft drink.
A new sugar-free soft drink currently

2 Complete the sentences with the appropriate passive form of the verbs in the box.

accuse	discuss	estimate	found	know	own	supply	sell
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- 1 A number of multinational enterprises taking advantage of lower wages and labour standards abroad recently of practising unfair competition.
- 2 Arnontov's last painting, Crescendo, at auction tomorrow. Its value at \$1m–\$1.5m.
- 3 Currently seven of the UK's airports by a company called the British Airports Authority.
- 4 Google by Larry Page and Sergey Brin in 1998.
- 5 Liquid petroleum gas, which also as propane, is essentially for domestic users who not with energy through pipes, for example because they live in remote areas.
- 6 There are rumours of a takeover. Apparently, the matter currently at the highest levels.

WRITING

1 Match the sentence halves.

- 1 Whether we send you replacements or credit the amount to your account
 - 2 This is just to confirm the main points
 - 3 The goods will be shipped to you
 - 4 Secondly, we agreed that you would receive
 - 5 However, the deluxe items will not be sent until mid-May,
 - 6 Finally, it was also agreed that faulty or damaged goods
- a) a trade discount of 5% off list prices.
 - b) may be returned within one month.
 - c) as they are not available from stock at present.
 - d) by sea immediately on receipt of order.
 - e) that we agreed on during our negotiation last Monday.
 - f) will then be negotiated on a case-by-case basis.

2 Put the sentences in Exercise 1 in the correct order to form a paragraph.

Cultures: Communication styles

1 Put the words in the correct order to make questions about communication styles.

- 1 How / like to be / a business colleague / you / speaking with / when / close / do / ?
- 2 How / eye contact / with / comfortable / much / are you / ?
- 3 How / prolonged periods / comfortable / are / of silence / you with / ?
- 4 How / do / interrupted / you / being / feel about / ?

2 Plan a short presentation in which you explain how people in your culture feel about the four aspects of verbal and non-verbal communication mentioned in Exercise 1.