

REVIEW FOR FINAL EXAM – BUSINESS 1

B Giving advice



Here is some advice for giving a presentation. Choose verbs from the box below to fill the gaps, as in the examples. Put the verbs in the negative form where necessary.

use	look	write	speak	answer
ask	read	check	pause	prepare

Secrets of a successful presentation

- *Prepare*¹ your presentation in advance. *Don't write*² everything you want to say – just the main points.
-³ at your audience.⁴ your notes all the time.
-⁵ visual information to illustrate your presentation, and⁶ that everybody can read it.
-⁷ too quickly.⁸ every two minutes to give people time to think about what you're saying.
-⁹ your audience to wait until the end to ask questions.¹⁰ questions immediately.

B Like and would like

1 Choose the correct word or expression in *italics*.

- 1 I *like* / 'd like working for my company.
- 2 I *wouldn't* / don't like to be a politician.
- 3 I'd like / like to go to France for my next holidays.
- 4 They *don't* / wouldn't like going out to restaurants.
- 5 What *do* / would you like to do this evening?
- 6 *Do* / Would you like something to drink?
- 7 What sort of things *do* / would you like doing in your free time?

A Was and were

Complete these dialogues with the appropriate form of *was* / *were*.

- 1 A: Hello, Emil. Where¹ you yesterday?
B: I² at a meeting.
A:³ it interesting?
B: No, it⁴ There⁵ many people there.
- 2 C: Good morning, Hiromi. How⁶ your holiday?
D: I⁷ on holiday, I⁸ sick.
- 3 E: There⁹ two red files on my desk yesterday. Where are they now?
F: They¹⁰ there when I left last night. John¹¹ here. Maybe he took them.

B Past tenses

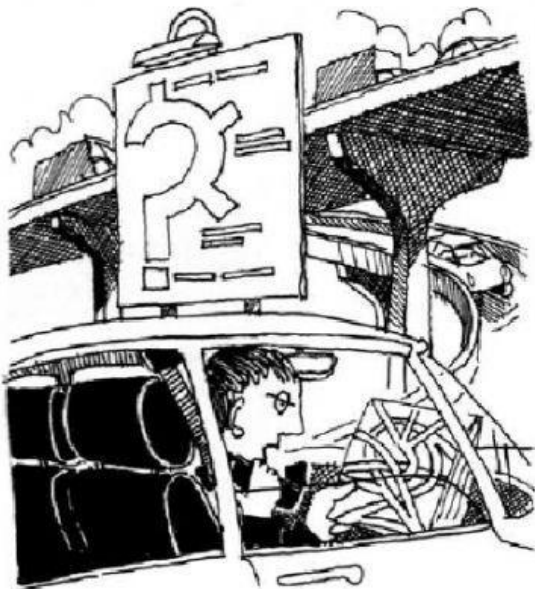
- 1 Complete this grid by filling in the gaps in the sentences on the right.

	11									
1	T					E	D			She was Italian but we in French.
2		X	P				E	D		I them to come at 4.00 p.m. but they arrived at 3.00.
3	L			T		N	E	D		My boss to me very carefully.
4		N		E	D					The meeting at 7.00 p.m.
5	P					E	D			I'm sorry, but I the letter this morning.
6		A		E	D					When I was young I maths.
7		P				E	D			She the letter immediately.
8		O				C	E	D		When I arrived I something strange.
9	E							E	D	In the sixties the company 20,000 people.
10		E	C			E	D			We had no food at home so we to eat out.

C Question making

A business person is answering questions about a recent trip. Make the questions, as in the example. Choose the question words from the box below.

what? why? what time? who? when? how? where?



- | | | |
|----|----------------------------|---|
| 1 | <i>Where did you stay?</i> | I stayed at the Holiday Inn. |
| 2 | | I visited Hans Klinger. |
| 3 | | I arrived on Wednesday. |
| 4 | | I travelled by car. |
| 5 | | I hired a car because the factory is 30 km outside the city centre. |
| 6 | | We discussed a new contract. |
| 7 | | I arrived back yesterday. |
| 8 | | I started work this morning at 9.00. |
| 9 | | I telephoned Hans Klinger at 9.15. |
| 10 | | He signed the contract yesterday. |

D Welcoming

Match a sentence from 1–10 with a reply from a–j.

- | | |
|------------------------------------|---|
| A | B |
| 1 Thank you for coming to meet me. | a Yes, thanks, I did. |
| 2 Is this your first visit here? | b It starts at 10.00. |
| 3 How was your journey? | c That would be nice. |
| 4 Did you sleep well? | d No, that's OK. It's not very heavy. |
| 5 Can I show you around? | e In the car park. It's not far. |
| 6 Would you like a coffee? | f No problem. |
| 7 I'm afraid the computer is down. | g Yes, please. Black if possible |
| 8 Where's your car? | h That's a pity. |
| 9 What time is our meeting? | i No, I came here as a student. |
| 10 Can I take your bag? | j Fine, thanks. Everything was on time. |