REVIEW

A ▶ 131 **Listen to each conversation. Then listen again and complete the statements.**

Conversation 1

1 The man is thinking about ..... .

a shifting the blame **b** taking responsibility **c** telling the truth

2 The woman suggests ..... .

a shifting the blame **b** making up an excuse **c** telling the truth

Conversation 2

3 The woman has decided to ..... .

a shift the blame **b** make up an excuse **c** take responsibility

B **Complete the sentences with phrases from the box. Use each phrase only once.**

shift the blame | admit making a mistake | tell the truth | make up an excuse | take responsibility

1 If Matt makes a mistake, he tries to ..... to other people in his office so he won't get in trouble with his boss.

2 Dan forgot to prepare his report for the sales meeting, so he decided to ..... . He told his boss that his computer deleted the file.

3 Alice borrowed Susan's umbrella, but she forgot it on the train. She wanted to take responsibility, but she didn't want to ..... , so she just replaced it and didn't say anything to Susan about it.

4 Jane doesn't ..... when she does something wrong. Either she makes up an excuse or she doesn't tell the truth about what happened.

5 I really believe that in some situations it's better not to ..... , especially when you are protecting someone's feelings. For example, if my grandmother spent all day cooking dinner, but it tasted terrible, I would still tell her it was delicious.

C **Complete the paragraph with the relative pronouns from the box.**

who | which | that | whom | where | when

Nora Richards, with ..... (1) I worked for five years, was a person ..... (2) could never get her work done on time. I still remember the time ..... (3) she asked me to help her write a long report ..... (4) was due the next day! The report, on ..... (5) she had been working for an entire month, was needed for a business deal with a very important client. The deal, about ..... (6) Nora talked all the time (instead of writing the report), fell through, and Nora was fired. There are situations in ..... (7) you simply have to meet your deadlines. Nora was one of those people ..... (8) fails to understand that the office is a place ..... (9) , as the saying says, "Actions speak louder than words."