

Progress test

Working with words

Choose the correct answer from the words in *italics*.

Journalist Will the fact that so many companies are now outsourcing ¹*lead to* / *free up* major job losses over here?

Politician Certainly jobs in ²*infrastructure* / *sectors* such as telecommunications and IT could be affected.

Journalist But this means ³*skilled* / *offshore* workers are out of work. Where will they find new jobs?

Politician Well, of course, companies will retain their core ⁴*activities* / *facilities* which will always need well-qualified people with ⁵*expertise* / *growth*. I also want to add that outsourcing is necessary for companies to ⁶*gain* / *get through* a competitive edge. Without ⁷*streamlining* / *achieving* their operations they won't survive in the global economy.

Business communication skills

Complete these sentences with words from the list.

turn	notice	look	move	show	send	leave
mention	relates	see				

- 8 Statistics _____ that export growth is at 5% this year.
- 9 You will _____ on this chart how many jobs have been lost.
- 10 Have a _____ at these figures.
- 11 A further point to _____ is that Bangalore has a highly-trained workforce.
- 12 Let's _____ our attention to the effects of this.
- 13 Looking at this slide, we can _____ the reason for the fall.
- 14 We've looked at India, so let's _____ on to China.
- 15 This next part _____ back to what I was saying earlier.
- 16 Before I go today, I'd like to _____ you with some food for thought.
- 17 The message I'd like to _____ you away with today is this.

Put these phrases in the right order to make a dialogue.

I completely forgot the time
I was busy too
I'm really sorry
No problem

A 18 _____, 19 _____.
B 20 _____, 21 _____.

Language at work

Rewrite these sentences using the passive or active form.

- 22 A business award has been given to him.
He _____.
- 23 We expect he will leave straightaway. It is _____.
- 24 You are being fired. I have made the final decision. You are being fired. The final decision _____.
- 25 Sue still hasn't fixed the problem with all the computers. The problem with all the computers _____.
- 26 Everyone knows that the CEO will retire next year. It _____.
- 27 Employees will answer all customer complaints within five working days. All customer complaints _____.
- 28 Somebody locks up the warehouse at ten. The _____.
- 29 You were phoned while you were out. Somebody _____.
- 30 They are promoting you to office manager. You _____.

Result _____ / 30 marks