

8 | Practice file

Working with words

1 Match 1–8 to a–h.

- 1 Many women feel there is a glass ceiling which ____
- 2 There isn't much opportunity for advancement ____
- 3 I could take early retirement which ____
- 4 He felt the new job was a sideways move ____
- 5 When the factory closed down ____
- 6 With the current recession, the career prospects ____
- 7 To save costs, the company made ____
- 8 I can't move house because of the children's schools, so ____

- a would mean stopping work at 55 rather than 65.
- b relocation is not an option.
- c in an industry like mine don't look great.
- d rather than a promotion.
- e a lot of the staff redundant.
- f so I need to start looking elsewhere if I want to move up the career ladder.
- g a third of the workers were laid off.
- h stops them from getting top jobs.

2 Complete 1–8 with the correct form of the word in brackets.

- 1 He was fired from his last job for stealing. As a result he's virtually ____ now. (employ)
- 2 Instead of going to university, I did an ____ with a local engineering firm and it gave me a job for life. (apprentice)
- 3 The government keeps raising the pensionable age, so I don't know when I'll reach the age of _____. (retire)
- 4 In the last few years, our core business has become _____ so we either need to diversify or close down. (profit)
- 5 The two _____ have decided to sell their share of the business to a large multinational. (own)
- 6 Every employee has a share of the business, but we have an _____ board who make the day-to-day decisions. (operate)
- 7 The _____ and union leaders have not come to an agreement so now we have to vote on whether to take strike action. (manage)
- 8 Money is important, but job _____ also includes things like opportunities for advancement and training. (satisfy)

Business communication

1 Anton and Carolina are meeting with Bob from HR to negotiate the annual staff trip. Complete 1–10 in this extract from their meeting with the correct words a–d.

Anton What we need to ¹ _____ on today is what to do for the staff trip this year. Let's look at what our ² _____ are.

Carolina ³ _____ about we charter a plane to Morocco for a weekend?

Anton We do have that on our list of options, but ⁴ _____ need to stretch the budget if we did that.

Carolina Yes, you're right. Bob, how does HR view things? What can you ⁵ _____ us?

Bob Well, the worker's council always offers an outing to employees – so we can't stop this – but what we ⁶ _____ is that it should be educational as well as entertaining.

Anton You mean, ⁷ _____ we include something cultural we can choose any of our suggestions?

Bob Yes. Let's say you take the Morocco option. ⁸ _____ you offer excursions to places of interest as part of the package, HR might veto the whole trip.

Carolina OK. We can ⁹ _____ with that and would organize the trip to conform to HR's wishes.

Anton So, a quick ¹⁰ _____ – if ...

- 1 a talk b meet c decide d discuss
- 2 a opportunities b options c opinions d opponents
- 3 a What's b Who c Why d How
- 4 a we'll b we c we'd d we've
- 5 a lend b help c proposed d offer
- 6 a plan b propose c aim d intend
- 7 a provided b would c were d supposing
- 8 a Until b Providing c Unless d If
- 9 a be b remain c stay d live
- 10 a review b recap c repeat d outline

2 Put the words in *italics* in the correct order to complete 1–5.

1 *discuss / the / areas / we / to / need / are*
_____ the weekend rota and overtime.

2 *to / one / would / option / be*
_____ cancel the event.

3 *we / don't / on / why / take*
_____ two temporary staff for our busy period?

4 *far / what / so / got / we / so / have ?*

5 *sounds / a / plan / like / that*
_____ – could you let Jan know the details?