LANGUAGE

TENSES: Complete the sentences with the correct form of the verbs in brackets.

1 This is a very good sales pitch; I think you .....(get) it spot on.

2 No one is ..... (discuss) the script until it has been approved.

3 If the show ..... (delay), we'd be home now.

4 Lecturers..... (campaign) for equal pay for over a month.

5 The summer sales ..... (finish) by this time next week.

6 If they had taken into account customers' purchasing power, they ..... (produce) such pricy products.

7 Perhaps I ought ..... (know) that the price of oil would fall.

8 This time next month we..... (run) our own business.

9 We..... (have) these issues, if you had listened in the first place.

Complete the text with the correct form of the words in brackets.

My Redundancy Experience

It was before the Christmas holidays and we had just received the end of year report. The sales figures were not good and the company was said **(1)** ..... (be) in negotiations for a merger. A few days later, the senior manager summoned us for an emergency meeting in which she announced that apart from a few, everyone else **(2)** ..... (make) redundant. Although it was sudden, she must **(3)** ..... (plan) it for months as everything happened very quickly. We had to attend a meeting where we **(4)** ..... (give) official confirmation of our redundancy and were told who **(5)** ..... (redeploy). Never before **(6)** ..... (be, I) so nervous. My position didn't exist anymore so I had to go.

All things considered, maybe we ought to **(7)** ..... (guess) that the company would let some employees go. What was disappointing though was how the senior manager **(8)** ..... (react) the next day. She entered the office with a big smile as if nothing **(9)** ..... (happen) Maybe she was satisfied with her performance but she needn't **(10)** ..... (be) so unsympathetic towards us after all.

Complete the sentences with a suitable word.

1 I'm not really concerned with having the ..... word because I'm not much of a competitor.
2 Retailers are enraged that they have become showrooms for online shops, but smart retailers are not taking it ..... down and fighting back.
3 I was in ..... when I heard his story but he couldn't see its funny side.
4 As part of our weekly brainstorming, we discussed the issue and ..... ideas off each other to solve it.

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5 Our company spent a lot of money to greatly improve and ..... the skills of senior managers.
6 After several days of negotiations with the union over pensions, the government was beginning to gain the ..... hand.
7 It was a tough situation, but all I could do was ..... and bear it.
8 Don't go shooting your ..... off without knowing all the facts around the argument.
9 There's no need to ask him about the outcome of the meeting, the look of satisfaction on his face ..... it all.
10 With this new diet, I can't slip up as it would send me back to ..... one.

Use the word given in capitals at the end of some lines to form a word that fits in the gap in the same line.

Benefits of an internship

An internship is an opportunity, offered by an organisation , to students or graduates often within	
a **(1)** ..... industry to gain work experience. Internships are approved for a specified	**SPECIFY**
period of time; **(2)** ..... ranging from two to six months. The majority occur during	**TRADITION**
summer, but **(3)** ..... internships are often offered during the academic year.	**EXTEND**
They can be paid or unpaid; therefore, sometimes **(4)** ..... to those who don't have	**ACCESS**
the financial means to support themselves. Doing an internship has several benefits for the intern,	
most **(5)** ..... gaining valuable industry knowledge while testing out	**NOTE**
a job and career path. An internship can help interns build **(6)** ..... , learn transferable	**PROFESSION**
skills and consequently enhance their **(7)** ..... . When completed, internship training	**EMPLOY**
can give people an edge over the **(8)** ..... and help them stand out when they apply	**COMPETE**
for a job. Although an internship is a means of growth for candidates, hiring an intern can be a	
(9) ..... investment for any business, and can lead to a full-time position, therefore,	**WORTH**
the power of an internship should never be **(10)**	**ESTIMATE**

Complete the second sentence so that that is has a similar meaning to the first sentence using the word given. Do not change the word given. Use between three and six words.

1 As a manager I wish I had made more efforts to accommodate my team.
REGRETTED
He ..... more efforts to accommodate his team.
2 The seminar warned us of some major changes to our health services.
ALERTED
The ..... some major changes to our health services.
3 I believe the main issue is not what people eat, but the amount of food that they eat.

LIVEWORKSHEETS

BE

The main issue is believed ..... people eat, and not what they eat.

4 Years of eating food with low nutritional value has greatly affected my health.

BY

My health ..... eating food with low nutritional value for many years.

His plan is to gain the team's support for the upcoming change. **AIMING**

What..... gain the team's support for the upcoming change.

6 When the interview fi nished, I realised that I had lost the opportunity. **WHEN**

Only .....realise that I had lost the opportunity.

7 She coordinated everything from start to fi nish, even recruiting more staff . **NOT**

.....staff , she also coordinated everything from start to fi nish.

8 In our research we found that the most important factor was a leader's ability to empower their people.

MATTERS

Our research indicates..... leaders are able to empower their people.

9 She has learned to speak French fluently only by living a couple of months in Paris. **SHE**

Only by living a couple of months in Paris ..... French fluently.

10 The demands of the project are too much for him to cope with as he is too disorganised. **NO**

There is .....to cope with the demands of the project.

LIVEWORKSHEETS