

A. Write the correct prefix down-, de-, up-, re- next to the verb to make words connected with change. Use a good dictionary to help you. Some of the words can be used with more than one prefix.

Assess	Date	Grade
Locate	Regulate	Structure
Centralise	Develop	Launch
Organise	Size	Train

B. Complete these sentences with the correct form of the verbs from the box In Exercise A. Use a good dictionary to help you.

- 1 Following the merger, the Office layout was _____ to accommodate the new staff.
- 2 The most successful change In our company was the decision to _____ the company. Now there is more opportunity for promotion.
- 3 It is now expensive to rent office in the city centre that many companies are _____ their operations to purpose-built business parks at the city limits.
- 4 The company has recently _____ its workforce. Reducing the number of employees is the best way to stay profitable in the current economic climate.
- 5 To improve efficiency, the company has introduced new working policies. The HR department will _____ all sales staff.
- 6 One of the products hasn't been selling well recently. The marketing team has decided to take it off the market and _____ it next year with new packaging.
- 7 The IT department report recommended that the company _____ the computer system as soon as possible.
- 8 The CEO thinks that too many decisions are made at Head Office. She wants to _____ the decision-making process so that branch managers are more involved at an earlier stage.
- 9 The company has finalised the plans to _____ the disused car-park suite. It is going to become a fitness centre for employees.
- 10 The logo and slogan are very old-fashioned. We need to _____ the whole image of the product and bring it into the 21st century.
- 11 There is a lot of pressure on the government from consumer groups to _____ the industry and remove controls, so customers can benefit from increased competition.
- 12 Following the report by the legal department and changes in the tax laws, the management decided to _____ the situation and delay making a decision on the takeover.