

## 2.1 Location

1 Complete the text using the words in the box.

close convenient lab leisure  
links port studios warehouse

Our new HQ will include three more design <sup>1</sup> \_\_\_\_\_ and a new innovation <sup>2</sup> \_\_\_\_\_. In the building you will also find sports and <sup>3</sup> \_\_\_\_\_ facilities, which we believe our employees will really enjoy using. The new location is also <sup>4</sup> \_\_\_\_\_ to the airport and other transport <sup>5</sup> \_\_\_\_\_. As you know, our central <sup>6</sup> \_\_\_\_\_ is already near the motorway which goes straight to the main <sup>7</sup> \_\_\_\_\_. This is very <sup>8</sup> \_\_\_\_\_ because we ship most of our products from there.

## 2.2 enough and too

2 Complete the text with the words in brackets and (not) enough, too, too many and too much.

Unfortunately, the factory we looked at is small and really is <sup>1</sup> \_\_\_\_\_ (big) for us to consider. We would need to make <sup>2</sup> \_\_\_\_\_ (changes) for it to be suitable for our company. It was also <sup>3</sup> \_\_\_\_\_ (money) for its size. Additionally, the car park was <sup>4</sup> \_\_\_\_\_ (small) and the location was <sup>5</sup> \_\_\_\_\_

(far) from the motorway. We need <sup>6</sup> \_\_\_\_\_ (space) for three separate production lines and several offices, and there must be <sup>7</sup> \_\_\_\_\_ (parking spaces) for everyone.

## Functional language

### 2.3 Checking and clarifying

3 Complete the missing words.

- A:** So, we need to talk about the second interviews.  
**B:** Can I just 'c \_\_\_\_\_. we've now got full details for all the candidates we interviewed?  
**A:** 'C \_\_\_\_\_, and there are four for the second interviews.  
**B:** Oh ... only four. Is that 'r \_\_\_\_\_? I thought we said six.  
**A:** 'E \_\_\_\_\_. We did, but the others don't have everything we're looking for.  
**B:** Could you be more 's \_\_\_\_\_ c? Why are the others not suitable?  
**A:** Well, what I 'm \_\_\_\_\_ is, only four have both the qualifications and personality.  
**B:** OK ... So what you're 's \_\_\_\_\_ is that personality is more important than experience?  
**A:** No, but it is very important. We need all three - qualifications, experience and personality.

### 2.4 Opening a meeting, referring to the agenda and stating purpose

4 Complete the conversation using the words in the box. Some are **not** used.

add agenda busy catch copy item minutes  
reason see start time-keeper volunteer

- A:** Morning! Nice to <sup>1</sup> \_\_\_\_\_ everyone. Does everyone have a(n) <sup>2</sup> \_\_\_\_\_ of the <sup>3</sup> \_\_\_\_\_? Good. Right, now I know Marta isn't here yet, but I'd like to <sup>4</sup> \_\_\_\_\_ on time. As you know, one <sup>5</sup> \_\_\_\_\_ for the meeting is to introduce you all to the new member of our team, Holly.  
**B:** Hello, everyone.  
**C:** Welcome to the team, Holly.  
**A:** Now, could I have a(n) <sup>6</sup> \_\_\_\_\_ to take the <sup>7</sup> \_\_\_\_\_?  
**D:** Sure. I'll do it.  
**A:** Thanks, Govinder. And Ali, can I ask you to be <sup>8</sup> \_\_\_\_\_? Make sure we finish at 10.30.  
**C:** Of course.  
**A:** Does anyone want to <sup>9</sup> \_\_\_\_\_ anything to the agenda? No? Then let's look at <sup>10</sup> \_\_\_\_\_ one - Matters Arising.

### 2.5 Short communications

5 Write the abbreviations in full.

- 1 WFH \_\_\_\_\_  
2 BTW \_\_\_\_\_  
3 ASAP \_\_\_\_\_  
4 TBC \_\_\_\_\_  
5 ETA \_\_\_\_\_

6 Cross out the words you can leave out to make the sentences shorter.

- 1 I am very sorry I can't come to the meeting.  
2 I will be with you in 15 minutes.  
3 We know other suppliers are interested.  
4 John sent a message to the boss yesterday.  
5 I'm reading the document now.