# 2 | Practice file

SURNAME NAME GROUP

## Working with words

**1** Complete 1–10 with the best option a–c.

1 Our perks include subsidized meals, health care and a _____ car.
a corporate b company c commercial

2 How is company loyalty _____ by senior management in your company?
a fulfilled b acknowledged c commissioned

3 Does your company offer any kind of non-professional staff _____?
a development b education c extension

4 We're lucky to have a non-_____ pension plan.
a contribution b contributing c contributory

5 I work for an airline, so my family gets a really good _____ on flights.
a discount b decrease c bargain

6 Our company offers free medical _____ so we don't need to worry if we become ill.
a assurance b insurance c reassurance

7 Non-cash _____ can often be more effective for staff motivation than extra money.
a repayments b rewards c returns

8 Winning the prize gave me a great sense of _____.
a realization b completion c achievement

9 I think this person deserves more _____ for her many years of service to the company.
a recognition b performance c incentive

10 You seem bored most of the time. Maybe you'd get a promotion if you showed a bit more _____ at work.
a reward b enthusiasm c performance

**2** Match the words from the list to statements 1–6.

*appreciation* *bonus* *commission* *feedback* *fulfilment* *incentive*

1 You've done well this year, overall. There are a few things that need improvement, but you've also had some successes. _____

2 My boss said he would really miss me if I left. It's nice to know he feels that way. _____

3 If I'm one of the top ten salespeople, I'll get a ten-day holiday in Florida. _____

4 The company has had a successful year, so I got an extra €2,000 in November – on top of my salary. _____

5 If I can make six sales this month, that'll be 3% of €24,000 times six, which will be €4,320. _____

6 I work for a charity. The salary isn't very high but the work is interesting and I feel I'm using my skills doing something very worthwhile. _____

## Business communication

**1** Alain is making small talk with Kirsten at a conference. Number their conversation in the correct order 1–12.

a Kirsten Yeah. See you.
b Alain Hello. It's Kirsten, isn't it? _1_
c Kirsten Yes, isn't it? I'm sure you'll enjoy the change in lifestyle. We decided to stay in the city because the house we wanted needed too much work. ___
d Alain How are things?
e Kirsten That's right. I thought I might see you here. ___
f Kirsten That's amazing! We considered that line of business, too!
g Alain No, not at all. Catch you later. ___
h Alain No? What a coincidence. ___
i Alain Oh dear. Were you disappointed?
j Alain Yes, it is. In fact, we've bought a small farm and my wife runs a holiday rental business. ___
k Kirsten No, not really. I don't think our children wanted to move. Well … You don't mind if I go and get myself some food?
l Kirsten Very good, thanks. I've heard you've moved into the country – is that true? ___

**2** Choose the most appropriate phrases in *italics*.

Jamal Hi, my name's Jamal. [1]*I don't think we've met. / How are things?*
Alicia [2]*No, I don't know you. / Nice to meet you.* I'm Alicia. Is this your first Nordica workshop?
Jamal Yes. My colleague is sick so my manager asked me to come instead. Do you know many people here?
Alicia Not really. I was recently transferred from Purchasing.
Jamal [3]*What a coincidence! / That's lucky!* So was I!
Alicia [4]*By the way / Apparently*, it's our new company policy – transfer rather than hire new people.
Jamal [5]*Really? / Oh dear.* We discussed the idea for our region, too, a few months ago.
Alicia [6]*Well, / By the way*, I'm sure it's a good solution for many companies.
Jamal Yes, you're probably right.
Alicia [7]*So, / In fact*, would you like a drink? I'm going to get a coffee.
Jamal Not at the moment, thanks. [8]*Catch you later. / Is that the time?*



LIVEWORKSHEETS