

Working with words

- 1 Someone is talking about their colleagues. Match the adjectives from the list to statements 1–8.
conventional creative determined impulsive indecisive methodical outgoing thoughtful
- First Su Li said she was going to apply for the job; then she said she would stay where she was; then she had second thoughts. So I don't know what she's planning. _____
 - Tony isn't exactly boring, but he always wears a suit and tie. He wants to get married and have two children, work from nine to five and retire at 65. _____
 - Everyone loves Bob – he's always in a good mood, and he likes chatting to new people and making friends. _____
 - I asked Bill what he was doing at the weekend and he said 'nothing'. Then, on the way home, he decided to go skiing. So he went to the airport, got a ticket and off he went! _____
 - The thing about Jane is that when she's made her mind up, nothing will stop her. So, if she says she wants to become Sales Director, then that's what she'll be. _____
 - I couldn't find the mistake in the figures, so I asked Arturo to look. He started at the beginning, read every sheet, and finally worked out what the problem was. _____
 - She'll be a great art editor – she's very talented. She's a musician *and* a painter. She's got good fashion sense and she's always full of bright ideas. _____
 - If you ask Jonas something, he doesn't suggest a solution straightaway. He goes away and considers it quietly, but when he does come up with an answer, it's usually right. _____
- 2 Choose the correct words in *italics*.
- I need to show this to my line manager to get a different *perspective / attitude* on the project.
 - Let's not reject anything – we need to *think / consider* all the options and then make a choice.
 - I need time to *balance / weigh up* the information and work out what to do.
 - It's hard when you have to decide *about / between* two extremely good candidates.
 - In business you have to be rational and logical. It's no good *relying / trusting* on feelings.
 - You're very experienced and you should have more *assurance / confidence* in your own judgement.
 - If I don't have enough information, I usually *wait / delay* my decision until I've done more research.

Business communication

- 1 Put the words in 1–7 in the correct order.
- white / black / here / they're / in / and

 - think / be / it / to / crazy / I / would ...

 - me / should / if / we / ask / you ...

 - us / detail / you / please / could / some / give ?

 - Clare / to / let's / what / on / has / hear / hang / say

 - right / says / is / John / what

 - facts / look / the / if / we / at / we'll / see ...

- 2 Abigail, John and Bettina are discussing language training at their company. Complete their discussion with the phrases from the list.
- let's draw up some action points in other words I don't want to spend too long I don't think we what you're getting at is it'll mean we as far as I'm concerned that's my view what's your position today, I'd like to I'm not convinced the fact is*
- A ¹ _____ discuss the three offers for Spanish training. John, ² _____ on this?
- J ³ _____ there are two very fair offers and one that looks quite expensive.
- B ⁴ _____ should only consider price. ⁵ _____, the more expensive course includes all materials plus holding the training here.
- A So ⁶ _____ the more expensive option also includes more?
- B Exactly.
- J ⁷ _____. We don't know the quality of these courses – have we received any recommendations?
- A The more expensive course is offered by an established institute, but the cheaper options have good marketing.
- B But if we take an all-inclusive package, ⁸ _____ won't have any unforeseen costs.
- J True, but we should meet with the three companies first. ⁹ _____.
- B ¹⁰ _____ we need to discuss the offers in detail with the language provider before a decision is made?
- J Yes. ¹¹ _____ on what we've discussed so far.
- A OK, but ¹² _____ on this point. We have other items still to discuss.

