

Working with words

1 Match 1–7 to a–g to make sentences.

- 1 I wish you'd make c
 - 2 It's important to evaluate ____
 - 3 If you don't like doing the task, ____
 - 4 That new employee seems to avoid ____
 - 5 If you ignore ____
 - 6 I'd like to invite ____
 - 7 With long lists, I'd prioritize ____
- a delegate it.
b doing anything manual.
c up your mind!
d everyone to comment on the new website designs.
e the different options before deciding.
f the problem, it rarely goes away.
g tasks in order of importance.

Language at work

1 Complete the sentences with the most appropriate form of the verbs in brackets.

- 1 I know it won't ever happen, but what would we do (we / do) if our restaurant suddenly became (become) famous?
- 2 Unless you _____ (have) good financial planning, your expansion plans _____ (end) in disaster.
- 3 Every new recruit starts with the same opportunities. If you _____ (work) hard, you _____ (be) promoted.
- 4 If I _____ (know) the answer to that question, I _____ (be) a very rich person!
- 5 If you _____ (have) three wishes for your career, what _____ (they / be)?
- 6 Unless your work _____ (improve), you _____ (have to) start looking for another job.