

VOCABULARY

4 Great ideas

Complete the text below with the words in the box.

enter extend fill made meet protect reduce take

Company news

The Research and Development team have recently¹ a breakthrough that will allow us to significantly reduce the size of our 5,000-watt generator. We plan to² advantage of this opportunity to³ a gap in the market by introducing a product that is not only powerful, but also very compact. This will⁴ the needs of customers who need to limit the size and weight of their equipment because of the restrictions of their working environment. On the production side, making a smaller product will help us⁵ waste and energy use in the manufacturing process. This will demonstrate that we are keeping our commitment to⁶ the environment. We aren't planning to stop making our larger generators; we will⁷ our generator product range to include the new 'micro-generator' line. We're hoping to⁸ the highly competitive North American market with the new product next year.

PAST SIMPLE
AND PAST
CONTINUOUS

Complete this text with either the past simple or the past continuous form of the verbs in brackets.

While Trevor Baylis¹ (*listen*) to a radio programme about villages in rural Africa, he² (*have*) a great idea. According to the programme, most villages³ (*not have*) electricity, so communication with the outside world⁴ (*be*) a problem. While people in cities⁵ (*receive*) the latest health information, people in the countryside⁶ (*not get*) enough information and education. Baylis⁷ (*go*) to his workshop and⁸ (*begin*) experimenting. He soon⁹ (*make*) a working radio with no batteries – wind-up radio. While he¹⁰ (*try*), without luck, to sell his idea to companies, he¹¹ (*have*) a lucky break. His radio¹² (*appear*) on a BBC TV programme, and someone who had money to invest in the project¹³ (*watch*). As a result, the Freeplay radio¹⁴ (*become*) a huge success.

SKILLS

Put this conversation into the correct order.

- a) Ben: I think we should hire Jenny Wong.
- b) Lisa: I totally agree with Ben. Jenny's the strongest candidate.
- c) Lisa: Yes, OK. I think everyone's here.
- d) Lisa: I mean that she has a lot of experience.
- e) Anna: Yes, she's experienced. But I think we should consider Klaus Lehman, too.
- f) Tom: Can we start, please?
- g) Tom: The main aim of the meeting is to decide who to hire as the new office assistant. Ben, what do you think?
- h) Anna: Sorry, I don't quite understand. What do you mean by 'strongest'?

5 Stress

VOCABULARY

Complete the sentences below with the words in the box.

deadline flexitime lifestyle quality of life work-life balance
workaholic working environment workload

- 1 A firefighter's can be extremely dangerous. Lars had special training to deal with emergency situations.
- 2 Ahmed loves the associated with his job as an international airline pilot. He travels the world and he's paid very well.
- 3 Construction workers sometimes have to work hard to meet a Building work must be done to a strict schedule.
- 4 Lois, an accountant, likes to start work very early in the morning, so working allows her to start at 7.30 and finish at 4.30.
- 5 Su-Lee's as an actor is very good. She is well paid and she loves what she does.
- 6 Pietro is a nursery nurse. His young children attend the nursery, so he can see them during the day. This gives him a good
- 7 Steve's as a social worker can be a real challenge for him. Sometimes he has to visit 10 or 12 families in one day.
- 8 To succeed as an advertising executive, Joanna has to be a She works 12-hour days, six days a week.

SKILLS

Match the halves of these expressions.

- | | |
|-----------------------------|--|
| 1 How about | a) a good idea. |
| 2 I can't agree | b) further thought. |
| 3 I still think it's | c) encourage staff to work flexitime? |
| 4 I think | d) buy new laptops for them. |
| 5 I think I | e) about it. |
| 6 I think this needs | f) paying for the cost of car parking? |
| 7 It might be a good idea | g) we should do more research. |
| 8 We could | h) with you there. |
| 9 We've got to do something | i) agree with you. |
| 10 Why don't we | j) to set up a childcare service. |

WRITING

Read these notes, then write an e-mail (70–100 words) to your boss, Mike.

Points for update e-mail to Mike:

- Had a project meeting this morning.
- Project going well – on time because everyone working hard.
- Everyone loves work, but feeling very stressed.
- We work late, but must start next day at 8.30.
- Consider flexitime system – reduce stress and overwork?

6 Entertaining

VOCABULARY

Choose the best options to complete this text.

For business dinners, I usually go to Peking House, a Chinese restaurant. It has a *regional / convenient*¹ location about five minutes from the office, and the atmosphere is *cosy / reasonable*², so we can talk quietly and comfortably. It's also very important for a business meal to have *local / efficient*³ service, and the staff at Peking House are the best. Chinese food is good because they have something for everyone. Peking House is famous for its seafood, especially the dishes with *prawns / veal*⁴. They also serve a wonderful *lamb / cabbage*⁵ soup that's very popular with vegetarians. It isn't the cheapest Chinese restaurant in the area, but the prices are very *exciting / reasonable*⁶, especially when you consider that the service and atmosphere are both excellent. Chinese restaurants don't always have a wide selection of drinks, but Peking House has a wonderful choice of good *wines / poultry*⁷ and beers, including several *mineral / non-alcoholic*⁸ ones for people who don't like alcohol.

MULTIWORD VERBS

Complete the text below with the words in the box.

after around down out part to up up

- 1 Leyan and Rupert took in a charity marathon.
- 2 Beatta turned the invitation to go out for a meal after work because she was very tired.
- 3 We always take visitors for an expensive meal.
- 4 I'd like to take your kind offer to organise the after-work entertainment for next week's meeting.
- 5 Did you have a chance to look Barcelona when you were there?
- 6 How many people turned for your presentation?
- 7 Marcus is really looking forward his visit to Moscow.
- 8 Alberto's going to look the team from the Beijing office.

SKILLS

Match each statement (1–8) to a response (a–h).

- | | |
|--|--|
| 1 Would you like to have lunch with us? | a) We're having a great year. |
| 2 Piet, this is Alfonso. | b) Yes, that's right. Warsaw. |
| 3 How's business? | c) Sure. No problem. |
| 4 Sorry, I didn't catch your name. | d) Thank you. That would be very nice. |
| 5 Sorry, did you say you're from Poland? | e) No, I haven't. What is it? |
| 6 Ingrid, do you know Dugald? | f) Yes, we met last year. Good to see you again. |
| 7 Could I use your pen, please? | g) It's John. John Hicks. |
| 8 Have you heard Liam's news? | h) Pleased to meet you. |