

Revision 1 Units 1–15

Grammar

1 Complete these sentences with the correct forms of the verbs in brackets.

- 1 They (work) on this project for years so they're relieved it (finally / come) to a successful conclusion.
- 2 I (work) on a marketing problem today but I (have) some problems.
- 3 The law says no one (allow / smoke) in restaurants any more.
- 4 I (try / listen) to the CD on the train but it wouldn't work.
- 5 I (remember / post) the letters but I (forget / buy) the milk – sorry.
- 6 Lydia me (want / visit) her last summer, but I couldn't.
- 7 Do you (like / visit) museums?
- 8 We (look forward / see) Louise very much, but at the last minute she (can / not / come).
- 9 I (be pleased / meet) Gary at the conference last month.
- 10 I (plan / follow up) the discussion with a visit to the supplier in the near future.

2 Choose the correct alternative to complete these sentences. In one sentence, both alternatives are possible.

- 1 Mario's late. He (*may / did*) have missed the train.
- 2 He (*can't / can*) have missed the train – he was coming by car.
- 3 Well, he (*should / could*) have been delayed.
- 4 He (*had to / must*) have decided not to come.
- 5 Can you see that woman talking to Jack? I think it (*could / might*) be Anna Cox.
- 6 It (*mustn't / can't*) be. She's arriving tomorrow.
- 7 The hotel is full. There (*should / must*) be a conference on this week.

3 Correct the mistakes in these sentences.

- 1 Charles worked in Nairobi since three years.
- 2 Now he live in Lyon.
- 3 Do you ever see the film *The Third Man*?
- 4 Yes, I see it several years ago.
- 5 I posted the letter last week so they must receive it by now.
- 6 I'll pick up you at the hotel at 10 tomorrow.
- 7 I suggest to visit Toledo.
- 8 Ingrid wants that you call her.

Business vocabulary

1 Replace the underlined words in these conversations with words from the box that have a similar meaning.

think about	focus on	set up	attend	discuss
find out	sort out	carry out	try out	
allow ... to	monitor			

- A: We need to (1) organise a meeting to (2) talk about quality control matters.
B: Right, well who do you think needs to (3) come?
A: Everyone in the department, I think.
C: The main thing about running a business is to (4) concentrate on details.
D: I think it's more important to (5) consider the big picture.
E: Yes, and you have to (6) let people (7) experiment with new ideas.
C: We can all make mistakes but we can (8) resolve problems as a team.
F: All organisations need to (9) check their working practices.
G: It's important to (10) make regular checks on all systems.
F: And we should try to (11) discover what the public really thinks.

2 Complete this text with words from the box.

forecast income loan profits
expenditure budget

We need to take out a (1) from the bank. We have to work out a (2) for the project which includes all (3) and all eventual (4) Once we know the break-even point we will be able to (5) the probable (6) so long as costs do not increase.

Business communication

Complete the gaps in this introduction to a presentation about the global economy.

Hello, everyone. My (1) is about the global economy. It's (2) into three parts. (3) I'll talk about international business, then in the (4) part I want to say (5) about the role of the United States, and (6) I'll consider future developments. Afterwards, there'll be about ten minutes for (7) and some (8) So, let's (9) with a bit about international business.

That's about all. I'd just like to (10) the main points. ...

In (11) , there are going to be many more important changes in the future. So, thank you for (12) Any comments or questions?

Social skills

1 Complete these dialogues.

- A: Excuse me, do you ?
B: Not at all, I hardly know anyone here myself.
- A: And what at the hospital?
B: I'm a nurse.
- A: It must be very interesting helping different people with different problems.
..... ?
B: Yes, I do, although it's quite physically demanding.
- A: So you've been on holiday!
..... ?
B: It was all wonderful and the weather was fantastic the whole time too.

- A: Is there talk to?
B: I'm sorry there's no one else here at the moment.
- A: It's not a very good start to my stay.
..... with the general standard so far.
B: Yes, I can understand your disappointment.
- A: What's the in Tokyo in December?
B: It can be quite cold and You need a coat and an umbrella. If I were you, I'd go in the spring, when it's warm and and the cherry blossom is out.
- A: Hello. The air conditioning in my room It's much too hot.
B: I'm sorry. I'll send a technician immediately to look at it.

2 Complete this conversation between two people who meet on holiday.

- ALICE: Where are (1) ?
PHIL: From Auckland, in New Zealand. Have you (2) ?
ALICE: No, I've never been out of Europe. I'd (3) go.
PHIL: I'm sure you'd (4) yourself. Lots of people go to New Zealand and Australia as part of the same trip.
ALICE: Yes, it makes sense. My problem is (5) to take enough time off work, and also it costs (6)
PHIL: Well, it's always expensive in our summer, but it's (7) at other times of the year.
ALICE: Can you (8) any websites or airlines?
PHIL: Yes, it's not difficult to find bargains on (9)
ALICE: Yes, I must have a look. Do you think it's worth (10) for less than a month?
PHIL: Well, you never have (11) to see everything anyway, so even two weeks is better than nothing.
ALICE: Yes, I must (12)

General vocabulary

1 Complete these sentences about the weather with words from the box.

thunderstorms winds rains weather showers
intervals cloudy fog warm raining forecast
snowfalls sunny

- 1 In Jeddah it hardly ever
- 2 In Norway there can be very heavy in winter.
- 3 On the news it said that a lot of buildings had been damaged by strong
- 4 We're going camping at the weekend so I must check the
- 5 In the newspaper it said there would be sunny but also some , although they shouldn't be heavy.
- 6 People think London gets a lot of thick , but it's a myth.
- 7 There are often after a period of hot weather.
- 8 When it's it doesn't always mean it's going to rain.
- 9 In summer there can be a lot of , days in Britain.
- 10 There's a joke in the English Lake District: if you can't see the hills it's , and if you can it soon will.

2 Complete these sentences about a healthy economy.

- 1 Any economy needs good public such as health and education.
- 2 It's also important to have good public such as buses and trains.
- 3 This can help to reduce traffic in big cities.
- 4 Governments have to try to control in relation to both consumer prices and wages.
- 5 In most of Europe the sector is now larger than the manufacturing sector.
- 6 Most countries need to respond to significant skills through improved training and education.

3 Replace the words in *italics>* with a word from the box that has a similar meaning.

fault compensation warranty contract
a refund delayed defects

- 1 I'd like *my money back*.
- 2 The deliveries are always *late* or cancelled.
- 3 We bought a car with a five-year *protection plan against breakdowns*.
- 4 After taking legal advice, the company reached an agreement to pay *some money to settle a dispute*.
- 5 There were so many *basic technical problems* in the design that we went to a different supplier.
- 6 We had no help with the installation, which was against the terms of the *written agreement we signed*.
- 7 When we explained this, the company admitted it was their *responsibility*.

Revision 1 ANSWERS

Grammar

- 1
- 1 have been working / worked, has finally come / is finally coming
 - 2 'm working / 've been working, 'm having / 've been having / 've had / have
 - 3 is allowed to smoke
 - 4 tried listening / tried to listen
 - 5 remembered to post, forgot to buy / have forgotten to buy
 - 6 wanted, to visit
 - 7 like visiting
 - 8 were looking forward to seeing, couldn't come
 - 9 was pleased to meet
 - 10 'm planning to follow up / plan to follow up the discussion / to follow the discussion up
- 2
- 1 may 2 can't 3 could 4 must 5 could / might 6 can't 7 must
- 3 Suggested answers
- 1 Charles worked in Nairobi for three years.
 - 2 Now he lives in Lyon.
 - 3 Have you ever seen / Did you ever see the film *The Third Man*?
 - 4 Yes, I saw it several years ago.
 - 5 I posted the letter last week so they must have received it by now.
 - 6 I'll pick you up at the hotel at 10 tomorrow.
 - 7 I suggest you visit / I suggest visiting Toledo.
 - 8 Ingrid wants you to call her.

Business vocabulary

- 1
- 1 set up 2 discuss 3 attend 4 focus on 5 think about 6 allow people to 7 try out 8 sort out 9 monitor 10 carry out 11 find out
- 2
- 1 loan 2 budget 3 expenditure 4 income 5 forecast 6 profits

Business communication

- 1 talk / presentation 2 divided / split 3 First 4 second 5 a few words / something 6 finally / lastly 7 questions 8 discussion 9 begin / start 10 summarise / repeat / emphasise 11 conclusion 12 listening / coming

Social skills

- 1 Suggested answers
- 1 mind if I talk to you 2 do you do 3 Do you like your job? 4 How was it? 5 anyone else I can 6 I'm very disappointed 7 weather like, wet, sunny 8 isn't working / is faulty
- 2 Suggested answers
- 1 you from 2 ever been 3 love to / like to 4 enjoy 5 it's difficult 6 a lot / so much / fortune 7 cheaper / less expensive / quite cheap 8 recommend / suggest 9 the internet 10 going 11 enough time 12 go / try to go

General vocabulary

- 1
- 1 rains 2 snowfalls 3 winds 4 weather forecast 5 intervals, showers 6 fog 7 thunderstorms 8 cloudy 9 warm, sunny 10 raining
- 2
- 1 services 2 transport 3 congestion 4 inflation 5 service 6 shortages
- 3
- 1 a refund 2 delayed 3 warranty 4 compensation 5 defects 6 contract 7 fault