

2 | Practice file

Working with words

1 Match 1–12 to a–l.

- 1 Although it may be difficult, it's important to stand ____
- 2 Always be aware of the most recent developments in your field so that you stay ____
- 3 Show your flexibility – don't cling ____
- 4 Be creative – show that you regularly come ____
- 5 If you're hoping for promotion, keep ____
- 6 My boss is great. She will always stick ____
- 7 I belong to a really supportive team. We all look ____
- 8 Make sure you prepare your arguments carefully so that they'll stand ____
- 9 Share success at work with your team. Don't hold ____
- 10 Employers value people who can use their initiative and get ____
- 11 Show that you are different – stand ____
- 12 You need to demonstrate your potential if you want to move ____
 - a up to close scrutiny from the management board.
 - b up with new ideas, and encourage innovation in others.
 - c out from the crowd and get noticed.
 - d up for what you believe is right and give your point of view.
 - e in with your superiors – their opinion of you is what counts.
 - f up for you, even if she doesn't agree with a decision you made.
 - g on to an idea stubbornly – if it doesn't stand up to scrutiny, just let it go.
 - h on to the next rung of the career ladder.
 - i ahead of the game by knowing more than your competitors.
 - j on to it just for yourself.
 - k on with their work without supervision.
 - l out for each other, even when we're under a lot of pressure.

2 Match the multiword verbs in 1 to these phrases with a similar meaning.

- 1 have an advantage _____
- 2 keep _____
- 3 continue with _____
- 4 take care of _____
- 5 defend _____
- 6 distinguish yourself from _____

- 7 be unwilling to let go of _____
- 8 progress to _____
- 9 be on good terms with _____
- 10 think of _____
- 11 support _____
- 12 remain valid _____

3 Choose the correct answer from the words in *italics*.

- 1 Sometimes it's important to *put / take / walk* a step backwards before you can move forward.
- 2 I don't want more responsibility so would prefer to *move / go / change* horizontally within the company.
- 3 It can often be far more interesting to *go along / lead / follow* less conventional paths than climb the promotional ladder.
- 4 *Broadening / Developing / Opening* your horizons and trying something new is always healthy.
- 5 Sometimes it takes time to *develop / work / grow* into your role and do your job well.
- 6 I want to do something that *aims / goes / takes* beyond the scope of my current position.
- 7 Doing a further training course should *place / put / post* you in a better position for promotion.
- 8 Inevitably, you will *come across / reach / find* a stage in life when you will welcome change and new challenges.

Business communication skills

1 Complete these phrases with the verbs from the list.

come in like get on to come back understand
get suppose think mention keen on talk

- 1 So, let's _____ started. First, can we discuss ...?
- 2 Perhaps you'd like to _____ us through some of the issues, John.
- 3 You probably won't _____ this idea, but I think we should do some more research before ...
- 4 Would this be the right moment to _____ the contract details?
- 5 I'm sure you'll _____ the need to find the best possible candidate.
- 6 Can I suggest we _____ to this point about overtime later in the meeting?
- 7 I _____ so. But do you really _____ that will attract a better candidate?
- 8 I know you're not _____ Ana's suggestion, Matt, but we do need to consider it.

- 9 If I could just _____ here for a moment, Jan? How should we ensure ...?
- 10 I'll _____ the subject of pay scales in a moment.

2 Match each phrase in 1 to these categories.

- a Involving people: _____
- b Disagreeing / Expressing reservation: _____
- c Managing the discussion: _____
- d Putting forward unpopular ideas: _____
- e Putting forward ideas you're confident about: _____
- f Asking permission to speak: _____

3 Correct the one mistake in each of these sentences.

- Would you want to talk about that now, Sophie?
- The obvious solution to this problem can be to advertise the position more widely.
- The target of today's meeting is to draw up a short list of candidates.
- It's interesting you had said that, because actually the opposite is true.
- Could I only say something?
- I'm not sure how your feelings are about this, but I think we need to review our recruitment policy.
- But what makes you so true our company will benefit?
- Given that Arturo does have much experience, wouldn't it be better to take on a contract worker?

4 Match the phrases in 3 to the categories in 2.

Language at work

1 Match 1–10 to a–j.

- If the interview had gone better, ____
 - Even if the interview had gone better, ____
 - Unless you had got four years' experience, ____
 - You needn't have sent a CV – ____
 - My first boss could have given me more support – ____
 - If I'd been born into a very rich family, ____
 - Whether I'd gone to Harvard or Yale, ____
 - It would have been good ____
 - It's just as well ____
 - I still don't think that ____
- a my opportunities would have been similar.
b your application form had all the relevant information.
c I might have got the job.

- d if you'd told us about their offer.
e we wouldn't have given you the senior post.
f promotions at this level should be automatic.
g that's my biggest criticism of him.
h I probably wouldn't have got the job.
i we were able to match their offer.
j I don't think I would have had such drive.

2 Rewrite these sentences using conditionals, starting with the words given.

- I didn't ask for a pay rise. I didn't get one.
Even if _____
- The company didn't renew our season ticket. I couldn't go to the football game.
If _____
- They got rid of the air conditioning. The office is unbearably hot.
If only _____
- The airport staff called off their strike yesterday. I'm in Spain now.
If _____

3 Complete these sentences with words from the list.

would might should had have

- Marketing _____ have let us see the promotional material before releasing it – it's terrible!
- Perhaps you're right – I _____ have been a bit too direct.
- I _____ have booked a taxi if I were you.
- Jim might _____ finished earlier if the printer _____ been working.
- I didn't realize you were so busy. You _____ have asked for my help.
- I could _____ taken on some of your work – I had some free time last week.
- If she _____ had the information last week she would have been able to include it in her presentation.
- I can't find the receipts anywhere. I suppose it's possible that Rachel _____ have taken them from my desk so that she could process my expenses.
- It _____ have been better if we had known about the delay to delivery sooner – we could have changed our plans, but it's too late now.
- We _____ have bought that company when we had the chance. If we had, we'd be market leaders by now.

