

5 | Practice file

Working with words

1 Complete these sentences with the best option a–c.

- 1 My skill in languages was viewed _____ by the rest of the team.
a helpfully b clearly c positively
- 2 We've spent a lot of time together this month because we've been working _____ on the Remdon account.
a tightly b closely c directly
- 3 I didn't receive the same pay rise as my colleagues so I thought I'd been treated _____.
a unfairly b illegally c thoughtlessly
- 4 You have to tread very _____ with Simon as he is easily upset when there is a problem.
a easily b thoroughly c carefully
- 5 It's quite hard working with Jenna. She doesn't express herself very _____ so I don't always understand what she means.
a obviously b clearly c noticeably
- 6 When there's a crisis in the office, Clare has the ability to consider the facts and look at things _____.
a objectively b evenly c exactly
- 7 My boss pushes us _____ to meet deadlines and achieve the results he wants.
a heavily b forcefully c hard
- 8 Ideally, we want someone who can come up with good ideas and communicate them _____ to the rest of the team.
a completely b effectively c thoroughly

2 Choose the correct answer from the verbs in *italics>* and the prepositions in **bold**.

- 1 Admittedly, there are certain tasks that I tend to not *spend / pay / save* attention **in / to** because I find them boring.
- 2 Part of my job is making sure that the team *keeps / obeys / goes at* **to** the budget.
- 3 I like to *follow / steer / guide* clear **in / of** arguments at work as I prefer a calm environment.
- 4 I'm afraid your work has *dropped / gone / fallen* short **of / to** the standards the company expects.
- 5 Technical people are often able to *point / focus / aim* **with / on** solutions in a systematic way.
- 6 I don't know how to *cope / make / control* **with / at** this situation so I'm going to ask my boss for help.

3 Rewrite the sentences in 2 using these verbs in place of the multiword verbs.

achieve neglect pinpoint handle avoid meet

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Business communication skills

1 Put these words in the right order to make phrases.

- 1 how ... / don't / just / understand / I

- 2 try / and / we / look / avoid / any ... / can ?

- 3 propose / with / you / how / deal / issue / do / we / this ?

- 4 try / and / facts / we / on / can / focused / the / stay ?

- 5 real / is ... / the / here / issue

- 6 say / you / what / to / do / trying / I'm / understand ?

- 7 I / mean / but ... / what / you / see

- 8 get / here / not / to / try / personal / let's

- 9 I've / make / correctly / I / sure / can / just / this / understood ?

- 10 you / if / aware ... / don't / are / know / I ?

2 Complete these sentences with the phrases from the list.

we try and avoid you be happy a bit worried
not happy with I be right in thinking prepared to
what you mean just don't understand
if you are aware be more than happy

- 1 I don't know _____, but the reason the situation arose in Sales was that the brochures were late.
- 2 Would _____ that no one bothered to tell the HR department?
- 3 I _____ how we let the complaint get so far.
- 4 I'm _____ delay the campaign if we can sort out the problem with the printers.
- 5 Would _____ to meet with a mediator?
- 6 I'm _____ about what is going on in the new factory.
- 7 I see _____, but surely we need to do something about this now?
- 8 I'd _____ to look into a compromise.
- 9 Look, can _____ any unpleasantness – we're all adults after all.
- 10 I'm really _____ the way this has been dealt with.

- 7 I value creativity above anything else.
Creativity _____
- 8 I don't like his constant need to make stupid jokes.
It's _____

2 Correct these sentences.

- 1 We were very indeed impressed with all the proposals.

- 2 Team players like Martine are very essential to any business.

- 3 She's so just close to being an excellent manager, if only she'd listen more.

- 4 Not only the report is a month late, but also I now find it's full of mistakes.

- 5 Mo is completely good at a few things, but she's not an all-rounder.

- 6 It was annoying was their lack of punctuality.

- 7 What like I best about my job is the variety.

- 8 Never I have seen such an appalling presentation.

- 9 Why which is I decided to get in touch with you.

- 10 The person is chairing tomorrow's meeting is Xavier.

- 11 Reason why I'm saying this is to be constructive.

- 12 It's someone from HR she is on the phone.

Language at work

1 Rewrite the underlined sections of these sentences to change the emphasis, starting with the words given.

- 1 He didn't contribute to the meeting until the end.
Only at _____
- 2 She didn't even answer my main question.
My _____
- 3 I like her as a person, but I can't stand her lack of professionalism.
It's _____
- 4 Ben isn't very well-qualified, but his boundless enthusiasm is impressive.
What's _____
- 5 Zoe is the best listener in our meetings.
The person _____
- 6 It's matters like that which you need to inform me of.
It's absolutely vital _____

