

10 | Practice file

Working with words

1 Complete this email with words from the list.

decisions ideas solutions
problems in a team meetings

✉

Subject: my new job!

Hi Xander,

My new job's great – I'm so glad I moved departments. In this job we work ¹_____. I'm the assistant to the technicians who find ²_____ for our customers. I don't make ³_____ or solve ⁴_____, but it's my job to tell the team about changes and new systems. Sometimes I attend ⁵_____ where we work together to develop ⁶_____ for the future. It makes a nice change to be part of a team.

How's your job?

2 Complete these sentences, then find the words in the word search.

- 1 I usually _____ a meeting every Tuesday.
- 2 It was a _____ decision to close the factory.
- 3 I called the Helpdesk because I had a _____ problem.
- 4 Our bosses want us to _____ solutions to our customers' problems.
- 5 We have more ideas when we _____ in a team.
- 6 At the brainstorming meetings we _____ ideas for marketing campaigns.
- 7 Lenny had some _____ ideas for the team-building weekend.
- 8 Roberto must _____ the right decisions so the project doesn't cost more money.
- 9 We have ten urgent orders and there's a transport strike – we don't know how to _____ the problem.
- 10 The company doesn't allow Internet surfing – that's HR's _____ decision.

I	G	H	L	F	F	D	L	J	A
H	V	E	U	X	E	I	A	O	U
W	B	E	E	V	W	F	N	H	E
X	Q	K	E	Z	A	F	I	D	Q
U	A	L	Z	E	C	I	F	G	Y
M	O	X	F	E	S	C	D	O	U
P	W	O	R	K	V	U	R	O	H
D	N	E	T	T	A	L	T	D	B
B	V	J	J	U	W	T	O	I	L
N	I	P	T	S	W	U	G	S	Y

Business communication

1 Complete this conversation with phrases from the list.

Do you think I think What do you think
my opinion Yes, I agree

- A ¹_____ about our new advertisement?
 B ²_____ it's the best one so far.
 A ³_____.
 B ⁴_____ the picture is big enough?
 A Oh yes, but in ⁵_____, the logo should be smaller.

2 Put the words in *italics> in the right order to continue the conversation from 1.*

- B *I / agree / don't* ¹_____.
 The logo is the most important thing. I like the colours of the packaging – *opinion / your / what's* ²_____?
 A *not / I'm / sure / so* ³_____.
 B *I / we / should / think* ⁴_____ make the packaging more interesting with the same colours.
 A *true / that's* ⁵_____.
 It's not the most attractive box for such a great product.

3 Underline the best option in italics.

- 1 A What's your opinion?
 B *That's true. / Well, I think ...*
- 2 A I think we should change suppliers.
 B *What do you think? / I'm not so sure.*
- 3 A I don't think that's a good idea.
 B *I disagree. / In my opinion.*
- 4 A What do you think?
 B *That's true. / In my opinion, ...*
- 5 A In my opinion, it's a waste of time.
 B *I think we should. / Yes, I agree.*

4 Write the missing word / letter in these sentences.

- 1 What you think? _____
- 2 That true. _____
- 3 Do think our company is the best?

- 5 I not so sure. _____
- 6 My opinion, we should stop production.

Language at work | Present continuous | Superlatives

Present continuous

Form

See **Practice file 8** for how to form the present continuous.

Use

Present

For an action happening at the time of speaking.

For a temporary situation.

For a current trend.

See **Practice file 8** for more information.

Future

To describe a fixed arrangement in the future. We usually know the time of the arrangement.

*The goods are arriving **this afternoon**.*

*I'm going to New York **next month**.*

*He's taking some holiday **next week**.*

Superlatives

Form

One-syllable adjectives (also some two-syllable adjectives)

Adjectives ending in a consonant: add *-est*

fast → *the fastest*

Adjectives ending in *-e*: add *-st*

wide → *the widest*

Adjectives ending in a vowel + consonant: double the consonant and add *-est*

big → *the biggest*

Adjectives ending in *-y*: replace the *-y* with *-iest*

easy → *the easiest*

Long adjectives – 2 syllables or more

Put *the most* before the adjective. The adjective doesn't change.

difficult → *the most difficult*

Irregular adjectives

good → *the best*

bad → *the worst*

Remember: *the* is always used before the superlative.

Use

To compare more than two things.

*John's idea was good. Ingrid's idea was better. But, of the three, Ling's idea was **the best**.*

1 Complete this conversation using the present continuous form of the verbs in the list.

go finish take (x2) visit do
leave meet have work

A Where's Katja? What ¹ _____ she d _____?

B She ² _____ f _____ an email.

A But my plane ³ _____ l _____ in two hours and she ⁴ _____ t _____ me to the airport.

B I'll tell her to hurry. ⁵ _____ you v _____ our clients when you arrive?

A No, I ⁶ _____ g _____ straight to the hotel – we ⁷ _____ m _____ in the evening. We ⁸ _____ h _____ dinner together.

B ⁹ _____ you t _____ the presentation with you?

A Yes, but I ¹⁰ _____ still w _____ on the introduction. I can finish it on the plane.

B Well, have a good flight.

A Thanks, Michi.

2 Are these sentences from 1 talking about the present (P) or the future (F)?

1 What's she doing? ____

2 She's finishing an email. ____

3 My plane's leaving in two hours. ____

4 She's taking me to the airport. ____

5 Are you visiting our clients when you arrive? ____

6 We're meeting in the evening. ____

7 Are you taking the presentation with you? ____

8 I'm still working on the introduction. ____

3 Tick (✓) the correct sentence.

1 a That was the most important decision in my whole career.

b That was most important decision in my whole career.

2 a I think Gina has the goodest marketing idea.

b I think Gina has the best marketing idea.

3 a My mobile phone is the most up-to-date I could find.

b My mobile phone is the most up-to-datest I could find.

4 a Our competitor is the biggest company in the market.

b Our competitor is the biggest company in the market.

5 a That Internet provider is the most expensive, but offers the bestest service.

b That Internet provider is the most expensive, but offers the best service.

6 a The German manufacturer makes the highest quality goods in our field.

b The German manufacturer makes the most highest quality goods in our field.

