

8 | Practice file

Working with words

1 Match 1–10 to a–h.

- 1 In my opinion, we need to *join* ... i
 - 2 We have a *shared* ... ____
 - 3 They have *complementary* ... ____
 - 4 We'll need to *work* ... ____
 - 5 I think if we work together, it will be to our *mutual* ... ____
 - 6 We want someone who is a *team* ... ____
 - 7 It's time for the company to *take* ... ____
 - 8 The team isn't working well together. We need to find some *common* ... ____
 - 9 The two companies want to start a *joint* ... ____
 - 10 Telecommunications companies often try to *form* ... ____
- a *alliances* with web companies to enter the broadband market.
- b *responsibility* for its actions.
- c *goal* – together we want to become the new market leaders.
- d *ground* between everyone.
- e *venture* in China.
- f *closely* on this project, so that nothing goes wrong.
- g *skills*. Hannah is a brilliant sales person and Cindy is an excellent administrator.
- h *benefit*.
- i *forces* with a local partner in order to get the contract.
- j *player*, not who only wants to work on their own.

2 Match the collocations in *italics* from 1 to these definitions.

- 1 to get together with somebody else to do something:
join forces
- 2 to accept a duty to do something, or to accept blame for something: _____
- 3 a person who is good at working with other people:

- 4 to do something alongside someone else:

- 5 abilities that work well together: _____
- 6 interests and aims that you share with someone:

- 7 to make an agreement to work together to achieve something everyone involved wants: _____
- 8 a new business that is started by two or more companies:

- 9 a positive effect that something has on two people or two groups: _____
- 10 an objective that is the same as someone else's objective:

Business communication skills

1 Put the words in *italics* in the right order to complete this conversation between a human resources manager and a departmental manager.

Human resources manager As you know, the company is in a difficult situation at the moment. I'm afraid *is / that / likely / it* ¹ *it is likely that* there will be some job losses.

Departmental manager *this / timescale / the / What's / on* ² _____? Will people be told to leave this month?

Human resources manager Well, *plan / we / to* ³ _____ to inform all affected employees by the end of the month. I'm very sorry about this. It's not something we wanted to do, but hopefully it will mean that the company's future will be more secure *long / the / run / in* ⁴ _____.

2 David Harper is discussing progress of his company's new website with his assistants. Complete their conversation with words and phrases from the list.

hope to have going to tell everyone chances are How long will it take to in the long term over the next expect in the short term what's the next step this leave us by the end of

David So, ¹ *what's the next step?* Are we still on schedule?

Ines Yes, I think so. The layout has been agreed on.

David That's good to hear. And what about the photographs?

Ines We ² _____ a choice of the images by the end of the week.

David And how's it going with the online payment side of things, Marco?

Marco Well, as you know, ³ _____ the site will just give information, but ⁴ _____ it will have online payment.

David ⁵ _____ get this up and running?

Marco Well, we ⁶ _____ to have it ready ⁷ _____ November.

David So remind me, how are we ⁸ _____ about the new site?

Ines Well, we've printed details on our bags and wrapping paper, and all our emails have the address.

David So where does ⁹ _____?

Marco Well, ¹⁰ _____ few months we need to monitor the number of visitors to the site and make sure that search engines start to pick us up.

David That's great work the two of you. I think everything is on track. The ¹¹ _____ this will give the business the boost we need.

Language at work | Talking about the future – *going to*, *will*, and *modal verbs*

going to

Form

am / is / are + going to + verb
I'm going to work late tonight.

Use

- 1 To talk about things we intend to do, or have already planned to do.
We're going to start a business together when we finish our training.
- 2 To make predictions based on what we can see now.
Watch out! You're going to hit your head on the door.

will

Form

will + verb
I think the new product will be successful.

Use

- 1 To talk about future facts.
Next year the call centre will be in Bangkok.
- 2 To talk about predictions.
The price of gold will continue to rise.
- 3 To make decisions / offers at the moment of speaking.
A Can I call for a taxi? I need to get to the airport.
B Don't do that. I'll drive you there myself.
- 4 To make promises.
I'll definitely finish it tomorrow.

Modal verbs: *might*, *could*, and *should*

Form

might / could / should + verb
The new offices should be really good when they are finished.

Use

- 1 Use *might* or *could* to talk about something that is possible, but not certain.
This clause in the contract might / could cause us problems later on.
- 2 Use *should* to talk about something that is expected to happen.
A Do you know when the next shuttle to the airport leaves?
B There should be one in a few minutes. They come every quarter of an hour.

Language tip

Be careful not to confuse the future use of *should* with *should* for advice.
You should lose weight and stop smoking.

- 1 Some guests from Russia are visiting Patrick Wilson's company. Complete the conversation with *will* or *going to*.

Angie Why are you wearing a tie today Patrick? It's not like you.

Patrick I ¹ am going to meet the Russian visitors today, and I want to make a good impression.

Angie Oh, of course. I'd forgotten about that. What are your plans for today then?

Patrick Well, I ² _____ bring them to the office and show them around, but there are no plans after that, so I need some suggestions from you both.

Sasha We should probably take them out for a meal tonight.

Angie Yes, that's a good idea ... I know, I ³ _____ book a table at that new French restaurant.

Sasha That sounds good, and I ⁴ _____ try and organize something for after the meal.

Patrick Great. Let me know when you've arranged it. Oh, look at the time! I ⁵ _____ be late. I'm supposed to be at their hotel in five minutes!

Sasha Don't worry Patrick, I've got my car with me today. I ⁶ _____ give you a lift.

Patrick Thanks, Sasha. That's great.

- 2 Choose the best answer to complete the sentences.

1 A Would you like to join us for dinner after the meeting?
B That's kind of you, but I c have an early night. I'm tired after the journey.

a will b could c am-going-to

2 A How do I get to your place from the airport?
B Don't worry, I _____ be there to pick you up.

a could b might c will

3 A Where's Marika?

B She _____ be here any minute. She generally comes in at half past nine.

a might b could c should

4 Guess what! My secretary _____ have another baby. She's three months' pregnant.

a is going to b will c could

5 Their new product range _____ challenge our market position, there's no question of it.

a might b will c should

6 You never know with Michael. These changes _____ make him angry.

a might b will c are going to

