

11 | Practice file

Working with words

1 Put the letters in the right order to form a word and rewrite the sentence.

- The UPREPOS of the trip was to motivate the new team.
purpose
- We held our last corporate VETEN at the America's Cup.

- The ENEUV of the dinner was the top-class restaurant Triton in Prague. _____
- Over 500 TUSEGS were invited to attend. _____
- We were working to a UTDEBG of €50,000. _____
- The TOSH OYPCAMN didn't provide transport, so we had to take a taxi. _____

2 Complete the sentences with a suitable form of the verb from the list.

accept arrange book
entertain hold reinforce

- My company holds a corporate event every June.
- We invited our VIP clients to a luxury spa to _____ our relationship.
- The host company _____ a trip to the Taj Mahal.
- Our bank always _____ its clients at Roland Garros.
- The venue we _____ last year was too small.
- I couldn't _____ the invitation because the dinner was the same day as my daughter's graduation.

3 Complete the description of a corporate event with a suitable word from 1 and 2.

The last corporate ¹ event I attended was a day at a Champions League Final. The ² _____ was a well-known publicity agency who wanted to ³ _____ their VIP clients. The ⁴ _____ of the event was to ⁵ _____ the relationship between the company and their clients.

The event was ⁶ _____ in the hospitality area of the Atatürk Olympic Stadium in Istanbul, which was a ⁷ _____ I had always wanted to visit. Of course, I ⁸ _____ my invitation as soon as it arrived!

Fortunately the company had a large ⁹ _____, because the tickets were very expensive and they had invited more than a hundred ¹⁰ _____. They had to ¹¹ _____ the seats months in advance to make sure there was room for all of us. The football match was in the evening, so they ¹² _____ a trip to Topkapi Palace and Ayasofya in the afternoon where we had dinner before leaving for the stadium. Everyone had a great day, and the event was a complete success for the publicity agency.

Business communication

1 Put these words in the right order to make complete sentences.

- very / you / kind / That's / of
That's very kind of you
- to / you / lunch / like / Would / join / for / us
_____?
- up / I / station / pick / the / Shall / you / from
_____?
- but / get / I'd / some / Thanks / rather / sleep
_____.
- you / book / like / table / me / Would / to / a
_____?
- water / you / of / Would / a / like / glass
_____?
- the / hungry / for / I'm / invitation / Thanks / but / not
_____.

2 Rewrite these sentences with the word given.

- Do you want something to eat? (like)
Would you like something to eat?
- Shall we stop for a break? (like)
_____?
- Shall I meet you at the airport? (like)
_____?
- Would you like me to get some tickets? (shall)
_____?
- Shall we visit the new factory now? (like)
_____?

3 Complete the mini conversations.

- A Would you like some water?
B Yes, please. That would be nice.
- A Would you like to join us for a drink?
B _____ invitation, but I have to call my boss.
- A Would you like me to find out what's on at the theatre?
B Yes, please. That's _____ you.
- A Would you _____ fax you the agenda?
B Yes, please. That's very kind of you.
- A Shall I call you a taxi?
B No, _____ walk.
- A Would you like to see the new sports facilities?
B Yes, please. That _____.

First conditional

Form

There are two parts to a sentence in the *first conditional*, the condition and the result.

Positive and negative

if + present simple (= condition), will / won't + verb (= result)

If they invite me to the opera, I'll accept the invitation.

If we book an expensive restaurant, we won't have any money for taxis.

The sentence may begin with the condition or the result. Put a comma to separate the two parts when the condition comes first.

If I work late tonight, I'll miss the football. (with comma)

I'll miss the football if I work late tonight. (no comma)

Questions

1 The result usually comes before the condition in first conditional questions. The usual word order is *will* + subject + verb.

How will you get to Paris if you miss your plane?

Will the staff go on strike if they don't get a pay rise?

2 To give a short answer to *yes / no* first conditional questions, use the subject + *will / won't*.

Will you go to the conference if your boss agrees?

Yes, I will. / No, I won't.

Use

To talk about events that will probably happen in the future.

If the manager resigns, people will be very upset.

If we finish the project by Friday, we won't have to work at the weekend.

Language tip

We never use *will / won't* straight after *if*.

Don't say: *If I'll see her tomorrow, I'll tell her.*

Say: *If I see her tomorrow, I'll tell her.*

Don't say: *If he won't set his alarm, he won't get up on time.*

Say: *If he doesn't set his alarm, he won't get up on time.*

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

- If they *won't plan / don't plan* the event carefully, they *go / 'll go* over their budget.
- If the venue *is / will be* too small, we *don't book / won't book* it.
- He *don't get / won't get* a good deal if he *'ll wait / waits* any longer.
- If we *don't hold / won't hold* a corporate event this year, we *lose / 'll lose* some of our clients.
- The manager *don't accept / won't accept* the invitation if she *won't like / doesn't like* the venue.
- If we *'ll arrange / arrange* a trip to the Guggenheim, we *don't arrive / won't arrive* back at the hotel in time for dinner.
- They *'ll cancel / cancel* the outdoor activities if it *rains / 'll rain* at the weekend.

2 Rewrite the sentences using the prompts.

- if / the weather / be / bad / we / not go / sailing
If the weather is bad, we won't go sailing.
- if / the singer / be / ill / they / cancel / the concert

- we / not go / to the show / if / it / finish / late

- how / they / travel / if / the airline / be / on strike
_____?
- he / call / the host company / if / he / not receive / an invitation

- what / you / do / if / it / snow / on the day
_____?
- if / she / not like / the food / she / order / something different

3 Complete the sentences with the correct form of the verb in brackets.

- If the guests _____ *arrive* (arrive) late, they _____ *'ll be* (be) too tired to attend a meeting.
- If the budget _____ (not be) big enough, they _____ (go) somewhere different.
- We _____ (complain) to the organizers if the food _____ (run out).
- If the financial crisis _____ (continue), we _____ (not hold) an event this year.
- They _____ (not find) the venue if we _____ (not give) them a map.

