

16 | Practice file

Working with words

1 Put the stages of Vladimir's career in the right order 1–9.

- ___ At this point he decided to help the runner and his career path changed direction.
- ___ When he injured his knee during a race, his career plans changed.
- ___ He gave up his job to go back to university and study physiotherapy.
- ___ His ambition was to become a professional runner.
- ___ He made the decision to become an economist instead of an athlete.
- ___ He completed an economics degree and started work in a big multinational.
- 1 Vladimir's greatest strength was his fitness.
- ___ While he was working he spent all his evenings training other runners.
- ___ One day, the best athlete on the team suffered a similar knee injury to Vladimir.

2 Complete these sentences with a suitable word or phrase.

- Rita wants to *make the right decision*, so she's taking her time.
- She left her job to _____ on her writing.
- I _____ five years at university and then I couldn't get a job.
- They want to _____ their jobs in the city and go and run a hotel in the country.
- My _____ is to become an airline pilot.
- I'm looking forward to the _____ of learning a new language.
- Atsushi decided to change _____ and become a taxi driver.
- When he failed his final exams, all his _____ plans had to change.
- I'm going to do some voluntary work when I _____ my degree.
- Anna's greatest _____ is her personality – she gets on with everyone.
- The first stage of her career _____ was to get a law degree.
- My only _____ is my handwriting – nobody can read it!

Business communication

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

- In my previous role* / ~~*In my current role*~~ I was head of the Paris office.
- Recently* / *At the moment* he's designing some new software for the Planning Department.
- From 2000 to 2005* / *Up to now* she's been in charge of Human Resources.
- Our sales figures nearly doubled *last year* / *over the last year*.
- Up to now* / *Over the next year* we'll do more tests on the new design.
- I was the CEO of a small company *in my previous role* / *over the last year*.
- She's been responsible for contacting new clients *recently* / *at the moment*.

2 Complete the sentences with a suitable word.

- Over the next year we hope to open a new office in Asia.
- In my _____ role, I'm in charge of the Marketing Department.
- _____ he's been promoted to Chief Accountant.
- She worked in South America _____ 2002 to 2005.
- _____ to now I've given advice to six major companies.
- _____ the moment she's working on her thesis.
- In the _____ she'll be responsible for the restructuring of the company.

3 Complete this presentation with phrases from the list.

at the moment In the future ~~In my previous role~~
Last year Up to now Over the next week

Right then, before I start, I'll tell you a bit about myself and my organization. My name's Amjad Kazalbash and I run the Star School of Management. ¹ *In my previous role* I was a manager in a successful electronics company. Later I decided to open a school to train future managers. ² _____ my colleagues and I have given courses in nearly a hundred different companies, and all of our clients have gone away satisfied. ³ _____ I took on five new trainers which means there are twenty highly qualified professionals working at my school ⁴ _____, ⁵ _____ we hope to develop even more training courses. But, for now, I hope you'll find the sessions useful. ⁶ _____ I will be supervising the course and answering any questions you may have about the material. So now, let me introduce you to your trainer ...

Language at work | Revision of tenses

Present time

- 1** Use the *present simple* to talk about general facts or regular actions.

He works for a multinational company.
He doesn't usually drive to work.
How often does he go away on business?

For form see p103.

- 2** Use the *present continuous* to talk about an action happening at the time of speaking or a temporary project.

She's making a phone call.
She isn't interviewing anyone this week.
Where is she going?

For form see p105.

Past time

- 1** Use the *past simple* to talk about finished actions in the past.

We launched the new snack bar in 2005.
It didn't sell well at first.
Where did you advertise your new product?

For form see p109.

- 2** Use the *present perfect* to talk about past actions where the time includes the present.

He's worked for the same company for twenty years.
He hasn't had a holiday since 1995.
Has he ever thought about changing his job?

For form see p111.

Future time

- 1** Use *will* to make a decision at the moment of speaking or to make a prediction.

I'll find out the price for you. Will you call me back?
Don't worry, I won't forget. When will oil run out?

For form see p117.

- 2** Use *going to* to talk about a plan that's already decided.

We're going to deliver your order on Friday.
We aren't going to pay the invoice until we're satisfied.
What time is the delivery going to arrive?

For form see p117.

Language tip

We usually use the *present continuous* to talk about arrangements in the future with a fixed time or place.

I'm visiting a client tomorrow morning.
I'm not travelling to New York next week.
Are you having lunch with the manager later?

- 1** Complete the text about Richard Branson with a suitable form of the verb in brackets.

London-born Richard Branson is one of Britain's most well-known entrepreneurs. At school he ¹*didn't perform* (not perform) well due to his dyslexia, but that ²_____ (not stop) him from starting two business ventures by the time he was 15.

In the 1970s and 1980s Branson ³_____ (find) fame and fortune through his record business, comprising a chain of record stores and his record label Virgin Records. Since then he ⁴_____ (launch) over 300 companies under the Virgin brand, including Virgin Atlantic and Virgin Trains. In addition to running businesses, Branson ⁵_____ (make) several attempts in his life to break world speed records, such as the fastest Atlantic Ocean crossing.

On 25 September 2004, Branson ⁶_____ (sign) a deal to create a new space tourism company called Virgin Galactic. In the future this company ⁷_____ (take) people on a flight into space for the modest sum of \$200,000.

One of Branson's current ventures is Virgin Fuels, a company which ⁸_____ (invest) in research into providing an alternative fuel for cars. Branson ⁹_____ (hope) to offer cheaper fuels to airlines in the near future too.

- 2** Complete the questions using the information in bold to help you.

- 1 _____ *How often do they hold* _____ a corporate event?
They hold a corporate event **twice a year**.
- 2 _____ the new product?
We'll advertise the new product **in the media and on the Internet**.
- 3 _____ this year's conference?
The London office is going to arrange this year's conference.
- 4 _____ our next meeting?
We're having our next meeting **next Monday**.
- 5 _____ his boss?
He's known his boss **for many years**.
- 6 _____ for the new office furniture?
They paid nearly **€100,000** for the new office furniture.
- 7 _____ your office?
The last person leaves my office **at 9.00 p.m.**

