

12 | Practice file

Working with words

- 1 Replace the words in *italics* with the phrases from the list. Make any changes that are necessary.

bring in work out deal with
put on run into try out
take on drop out of

- 1 I'll be able to *practise* _____ my Italian when I am seconded to our Rome office.
- 2 I have *accepted* _____ some extra work because I need the money.
- 3 Marketing is *arranging* _____ an exhibition to promote the company's work in Mexico.
- 4 We have *introduced* _____ a new dress code for workers in our reception area.
- 5 The project was delayed because we *encountered* _____ some unexpected problems.
- 6 Three people *left* _____ the computer course after the first week.
- 7 Who *handled* _____ all the complaints about the recent unavailability of our website?
- 8 The introduction of flexitime has *had a successful result* _____ for most people on the team.

- 2 Match the adjectives from the list to the statements about how each person is feeling about a proposed change. Add the correct preposition.

ambivalent critical nervous
receptive concerned enthusiastic
optimistic antagonistic

- 1 'It's very worrying. How will it affect me? I felt much safer with the old system.' He is *nervous about* the change.
- 2 'This is the most ridiculous idea I've ever heard, and I will not tolerate it.' She is _____ the idea.
- 3 'I think there are some problems with the idea. The finances haven't been worked out properly, and the implications for the staff haven't been examined fully.' He is _____ the idea.
- 4 'I'm not sure ... I like the idea of the extra free time at weekends but I don't like the idea of starting earlier in the morning.' She is _____ the change.
- 5 'This is quite an interesting idea – I'd like to hear more, because I think it has some good points.' He is _____ the idea.
- 6 'I think it'll work out well and will improve our working conditions.' She is _____ the change.
- 7 'Some of these proposals worry me – I'm not sure they've been properly thought through.' He is _____ the proposals.
- 8 'This is going to be absolutely fantastic – I just can't wait.' She is _____ the change.

Business communication skills

- 1 Dermot is explaining to worker representatives about the proposed changes in production. Complete his presentation with these phrases.

we're calling on you to
you may be wondering
starting from February next year
as you all know
let's digress for a moment and
we are fairly certain everyone
I'd like to pass this point over to
we'd like to assure you

Dermot ... 1 _____ BRT is going to diversify into manufacturing energy drinks. 2 _____ we'll be producing our new brand called Boost. 3 _____ that sufficient training will be given to everyone involved in this new product and 4 _____ look at this as a positive move. Training will take place for everyone from October onwards and 5 _____ will have been trained by the end of the year. 6 _____ why we're moving into energy drinks. There are several reasons so 7 _____ Xavier from Marketing. He can show you some interesting statistics.

Xavier Thanks, Dermot. I have a market survey comparing the sales of soft drinks across Europe. The figures are quite revealing, so 8 _____ look at these in detail. Over the last five years ...

- 2 One of the worker representatives presents the changes to production staff. Put the words in *italics* in the right order to complete these presentation extracts.

- 1 *from / starting / learning / month / we'll / next / be* _____ how the new drink will be produced.
- 2 *aware / well / your / regarding / we're / of / concerns* _____ new technology.
- 3 *next / weeks / the / few / over / be / we'll / nominating* _____ some of you to become trainers.
- 4 *also / introduce / proposing / we're / to* _____ shift work.
- 5 Veronika *now / will / deal / with* _____ remuneration ...
- 6 *be / this / we'll / month / later / recruiting* _____ five new workers.

Language at work | Future continuous, future perfect and probability

Future continuous

Use the future continuous (*will be + -ing*) to talk about

- 1 activities that will be in progress (and unfinished) at a certain time in the future

I can't see you at 11.00 on Monday because I'll be visiting the factory.

- 2 repeated or continuous activities over a period of time, often with the prepositions *for* and *until*

I'll be meeting Matthew regularly until the project is finished. (repeated many times in the future)

We'll be living in Osaka for 6 months. (continuous over a period of time)

- 3 activities that are part of a future programme

Welcome to the course. Over the next few weeks, we'll be looking at methods for making marketing more effective, and we'll be discussing new ways of reaching customers.

Future perfect

- 1 Use the future perfect (*will have + past participle*) to talk about an action that will be completed before a point of time in the future.

A How's the report?

B It's going well. I'll definitely have finished it by Friday.

- 2 The prepositions *by* or *before* are normally used with the future perfect. The negative future perfect + *until* is also common.

I won't have finished the report until Friday.

Probability

- 1 Use *may* and *might* to suggest some uncertainty.

I may come to the party. Then again, I might not. It depends on how I'm feeling.

- 2 Adverbs like *probably* and *definitely* give a clear indication of how probable we think something is.

I'll definitely come to the meeting. (certain)

I'll probably come to the meeting. (very likely)

In positive sentences, the adverb usually comes after *will* (*I'll definitely be there*). In negative sentences, it usually comes before *won't* (*I definitely won't come*).

- 3 Adjective structures like *is certain to*, *is sure to*, *is bound to*, *is (quite) likely to*, *is (highly) unlikely to* + infinitive can also be used to indicate degrees of probability.

We won't wait for John. He's bound to be late. (very sure)

I think our application is unlikely to be successful. (unsure)

- 1 Complete these texts with the future continuous or future perfect form of the verbs in brackets.

A We're starting our consultation process today, and over the next few weeks, we ¹ _____ (talk) to you individually about how you feel about the changes. We ² _____ (finish) our research by the end of March. During the first two weeks in April, we ³ _____ (analyse) the findings.

We ⁴ _____ (produce) a report on the main conclusions by May at the latest. During the consultation period, we ⁵ _____ (also / hold) a series of meetings to debate the issues, and senior managers ⁶ _____ (give) a range of presentations on the key topics.

B It's proving very hard to arrange a meeting with Mr Sanchez next week. You can't do Monday because you ⁷ _____ (not / agree) a price with Jenny by then – you need this for your meeting with Mr Sanchez. He can't do Tuesday because he ⁸ _____ (visit) his suppliers. Wednesday's no good because you ⁹ _____ (attend) that exhibition in Paris. Thursday's out because you ¹⁰ _____ (not / get back) from Paris by 12.00 – the only time he's free.

- 2 Rewrite the sentences using the words in bold.

1 She'll definitely be unhappy about these proposals.

bound *She's bound to be unhappy about these proposals.*

2 To be honest, I'm unlikely to get the job. **probably**

3 They may very well cancel the whole order. **quite likely**

4 There will almost certainly be some changes in the final design. **certain**

5 They probably won't accept these terms. **unlikely**

6 I think there's a chance I'll be offered promotion. **might**

7 There's a chance we will face some opposition to these changes. **may**

8 If this goes ahead, there are bound to be some job losses. **definitely**