

# 13 | Practice file

## Working with words

1 Do the quiz by choosing the correct option in *italics*. Check your answers at the bottom of the page.

- Count Alessandro Volta invented the first battery in the *17th / 11th / 18th* century.
- The can opener was invented *3 / 48 / 2,000* years after cans were introduced.
- Thomas Edison filed *11 / 66 / 1,093* patents.
- The first electronic mail, or 'email', was sent in *1966 / 1972 / 1988* by Ray Tomlinson.
- Half the world's population earns about *5.7% / 22.5% / 88%* of the world's wealth.
- The sun is *4,500 / 88,000 / 330,000* times larger than the earth.
- 10<sup>4</sup> / 10<sup>6</sup> / 10<sup>8</sup>* is the same as a million.
- Approximately *180,000 / 180 / 180,000,000,000* emails are sent every day.

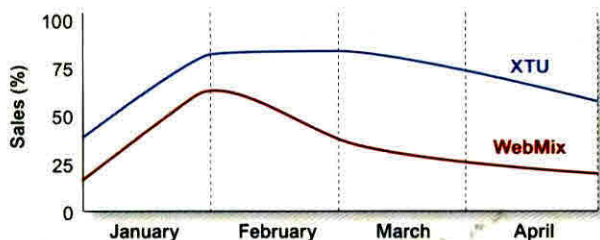
2 Now write the answers to the quiz in words.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3 Look at the graph and complete this extract about sales of XTU and WebMix music downloads. Use the words from the list.

levelled	approximately	shot
substantially	gradually	gradual
somewhere	fractionally	significant

XTU sales rose <sup>1</sup> \_\_\_\_\_ in January then <sup>2</sup> \_\_\_\_\_ off in February. There was a <sup>3</sup> \_\_\_\_\_ decline during March and up to the end of April. WebMix sales <sup>4</sup> \_\_\_\_\_ up from <sup>5</sup> \_\_\_\_\_ 24% to <sup>6</sup> \_\_\_\_\_ less than 58% in January. There was a <sup>7</sup> \_\_\_\_\_ fall in February. Then sales dropped <sup>8</sup> \_\_\_\_\_ in March and April to the previous low of <sup>9</sup> \_\_\_\_\_ in the region of 25%.



## Business communication skills

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

- Roughly *spoken / speak / speaking*, by 2020 it will be up by 25 per cent.
- Accord / According / Accorded* to a recent study, there has been a big increase in podcast advertising.
- So what are the facts and *numbers / amounts / figures*?
- The *final / bottom / end* line is that user-generated media will continue ...
- So how should we *interpret / analyse / describe* this drop?
- Can you give us the *run-down / downturn / low-down* on the types of advertising available?
- In *generally / general / generality*, traditional forms of advertising ...

2 Regina asks Project Manager, Ursula, to explain the spending on a project. Complete their conversation with these phrases.

what's that in terms of	Stani assured us that
can we look at the figures	according to
apparently, figures from	in general
overall things are looking	show

Regina <sup>1</sup> \_\_\_\_\_ for the project so far?

Ursula <sup>2</sup> \_\_\_\_\_ we are within budget.

Regina Are you sure? <sup>3</sup> \_\_\_\_\_ Stani, you're spending a lot on external staff.

Ursula He's right. We do have a lot of contractors working for us but the fact is, we can't make the deadline date without them.

Regina I see. <sup>4</sup> \_\_\_\_\_ overall expenditure then?

Ursula <sup>5</sup> \_\_\_\_\_ the overspend now will be balanced out when we reach the test phase of the project.

Regina What do you mean?

Ursula <sup>6</sup> \_\_\_\_\_ a similar project in our Polish office <sup>7</sup> \_\_\_\_\_ that they came in under budget because they took on specialist contractors to do the programming and saved money in the testing phase.

Regina OK, so <sup>8</sup> \_\_\_\_\_ positive, despite the overspend?

Ursula That's right.

**Reported speech**

- Reporting verbs used to report the exact words said:
  - reporting speech – *say, tell, explain, point out, etc.*
  - reporting thought – *think, know, believe, (not) realize, etc.*
  - reporting requests – *ask, wonder, want to know, etc.*
  - reporting orders – *tell, order, etc.*
- Main tense changes in standard reported speech, when the reporting verb is in the past tense:

Actual words	Reported speech
present simple	→ past simple
present continuous	→ past continuous
past simple	→ past perfect
past continuous	→ past perfect continuous
present perfect	→ past perfect
present perfect continuous	→ past perfect continuous
past perfect	→ no change
past perfect continuous	→ no change
<i>am / is are going to</i>	→ <i>was / were going to</i>
<i>will future</i>	→ <i>would future</i>
imperative	→ infinitive

- 'I'm driving home.' → He said (that) he was driving home.
- 'I didn't see her.' → He said (that) he hadn't seen her.
- 'It's been raining.' → He said (that) it had been raining.
- 'I'm going to resign.' → He said (that) he was going to resign.
- 'Don't disturb me.' → He told me not to disturb him.

- Modal verbs change as follows: *can* → *could*, *may* → *might*, *must* → *had to*, *need* → *needed*, *will* → *would*.
- If the reporting verb is in the present tense and the situation is still current, there is no need to change the tense.
  - 'I like working here.' → He says he really likes working here.
- To report *Wh-* questions: repeat the question word, change the tense (as above) and change the word order.
  - When is Jane going? → He asked me when Jane was going.
- To report a direct question, use *if* or *whether*.
  - Has Bill spoken to you? → He asked me if Bill had spoken to me.
- Several verbs can be used to summarize what people say. These can follow a number of different patterns.
  - verb + *that* (*deny, warn, admit, advise*): He denied that he had disclosed any confidential information.
  - verb + *someone + that* (*warn, advise*): She warned me that the company was not a safe investment.
  - verb + infinitive (*agree, refuse, offer*): She has agreed to see me tomorrow.
  - verb + *-ing* (*advise, admit, deny, apologize for*): They admitted leaving the factory early.
  - verb + *someone + infinitive* (*invite, warn, advise, encourage*): They have invited us to visit the showroom.

**1 Rewrite these sentences beginning with the words given.**

- 'The plan will not work' I thought. I didn't think \_\_\_\_\_
- 'I don't believe in working at weekends,' my boss always says. My boss always says that she \_\_\_\_\_
- 'Send the letter immediately,' he said to me. He told me \_\_\_\_\_
- 'Have you been waiting long?' she said to me. She asked me \_\_\_\_\_
- 'We had a great time on holiday,' they said. They said \_\_\_\_\_
- 'What do you think about the proposal?' he asked me. He asked me \_\_\_\_\_
- 'A lot of people are unhappy about these changes,' she says. She says \_\_\_\_\_
- 'Don't let anyone see these plans,' he said. He told me \_\_\_\_\_
- 'Have you ever been skiing?' she asked. She asked me \_\_\_\_\_
- 'I'll be back on Friday', he said. He said \_\_\_\_\_

**2 Match the actual words 1–6 to the summaries a–f.**

- 'Go for it – you're an ideal candidate.' \_\_\_\_
  - 'Let me give you a hand with that.' \_\_\_\_
  - 'It wasn't my fault.' \_\_\_\_
  - 'Sorry, I didn't get here on time.' \_\_\_\_
  - 'Sorry, but no – you can't have my laptop.' \_\_\_\_
  - 'I'm pleased to say we can offer you the loan.' \_\_\_\_
- a deny / be responsible
  - b encourage / apply for the job
  - c refuse / let / use computer
  - d offer / help
  - e apologize / be late
  - f agree / lend money

**3 Write out summaries a–f as complete sentences.**

- a \_\_\_\_\_
- b \_\_\_\_\_
- c \_\_\_\_\_
- d \_\_\_\_\_
- e \_\_\_\_\_
- f \_\_\_\_\_

