

# 16 | Practice file

## Working with words

**1** Complete these sentences with the words and phrases from the list.

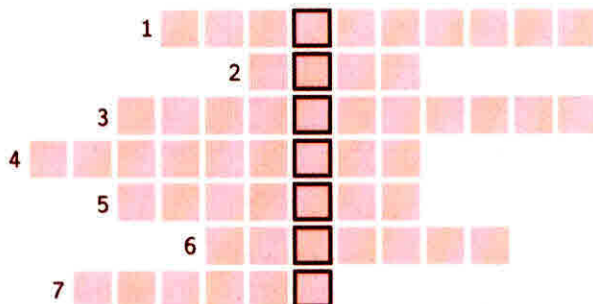
appreciate                  charity                  hesitate  
 perspective              put off                  tip  
 revitalized

- Going away for a year gave me a new \_\_\_\_\_ on life – I'm going to rethink my priorities.
- I really \_\_\_\_\_ what you've done for me, so thanks.
- If you \_\_\_\_\_ any longer, you'll lose this opportunity to see the world.
- That was a very useful \_\_\_\_\_ you gave me about gaining more experience before I leave.
- I had to \_\_\_\_\_ my trip for a couple of months for family reasons.
- I've applied for a job as a fundraiser for a \_\_\_\_\_.
- I feel really \_\_\_\_\_ after my six-month break from the office.

**2** Put the letters in the right order to complete the sentences. Write the answers in the puzzle. The hidden word is something you deserve.

retnetnio                  nthsmiseua                  cilypo  
 sfto                          oetdlvempne              ehad fof  
 bnroade

- After a break, people return to work with renewed \_\_\_\_.
- \_\_\_\_ skills are just as important as technical qualifications.
- Learning a new language would help my career \_\_\_\_.
- We have a very high \_\_\_\_ rate, which shows that our staff are happy.
- Seeing other countries gave me the chance to \_\_\_\_ my horizons.
- Time away from work can sometimes help people \_\_\_\_ in a new direction in their career.
- Car-sharing is now official company \_\_\_\_.



## Business communication skills

**1** Marion is speaking to her boss, Bernhard, about taking six months off to travel. Complete their conversation with the correct answer from 1–8 below.

- M** It's been a long-term <sup>1</sup> \_\_\_\_\_ of mine to travel to Australia.
- B** But what about your job here?
- M** Well, I'd like to take six months off. And I'd really <sup>2</sup> \_\_\_\_\_ it if you could keep my job open for me.
- B** I'm not sure that's fair on your colleagues.
- M** I understand your <sup>3</sup> \_\_\_\_\_ but none of my colleagues have shown any interest in doing something similar.
- B** Maybe not, but I need to know more about your plans.
- M** Well, I've been offered a work placement for four months and then I'd like to travel.
- B** Go on.
- M** The fact that I can travel and gain experience is unique. It's a once-in-a-<sup>4</sup> \_\_\_\_\_ opportunity.
- B** OK. But what are the <sup>5</sup> \_\_\_\_\_ for the company?
- M** I intend <sup>6</sup> \_\_\_\_\_ apply for a project manager position and the experience I'd gain would be <sup>7</sup> \_\_\_\_\_.
- B** It sounds interesting and you're showing promise with project work. I'll need to discuss this with HR.
- M** Great. Do tell them it's a <sup>8</sup> \_\_\_\_\_ situation for us all!

- |                |              |              |              |
|----------------|--------------|--------------|--------------|
| 1 a goal       | b target     | c point      | d task       |
| 2 a depreciate | b enjoy      | c appreciate | d pleasure   |
| 3 a warning    | b suspicions | c misgivings | d mistrust   |
| 4 a life       | b lifetime   | c century    | d blue moon  |
| 5 a wins       | b uses       | c profits    | d benefits   |
| 6 a towards    | b to         | c for        | d on         |
| 7 a priceless  | b valueless  | c precious   | d invaluable |
| 8 a win-lose   | b win-win    | c benefiting | d profit     |

**2** Put the words in the right order to make phrases.

- finish / a / of / long-term / been / mine / to / goal / it's / my university course \_\_\_\_\_
- and / points / more leadership experience / are / the / plus / skills development \_\_\_\_\_
- my / this / for / from / motivation / comes / my volunteer work / with the Red Cross \_\_\_\_\_
- I'll / satisfied / be / never / unless / do / I / it \_\_\_\_\_
- fair / – I've / do / hardly / never / to / overtime / that's / refused \_\_\_\_\_



# Language at work | -ing form and infinitive

## -ing form

- 1 A number of verbs are followed by the *-ing* form. Many of these verbs are connected with likes and dislikes. Common examples are *like, dislike, enjoy, love, hate, can't stand, look forward to, avoid, miss*, and others such as *consider, delay, deny, finish, involve, mean, risk, suggest*.  
*I really enjoyed seeing Martha again.*
- 2 A number of expressions are followed by the *-ing* form. Common examples are *it's not worth, there's no point, it's no use*.  
*It's no use complaining – you'll never get your money back.*
- 3 When a verb follows a preposition it is connected with, it always takes the *-ing* form.  
*I'm keen on travelling, but I'd be worried about taking a whole year off.*

## Infinitive

- 1 A number of verbs are followed by the infinitive. Many of these verbs are connected with making plans and decisions. Common examples are *agree, arrange, decide, expect, hope, manage, offer, plan, prepare, promise, refuse* and others such as *afford, deserve, fail, learn, seem, want, would like*.  
*We arranged to meet the following week.*
- 2 The pattern 'subject (or *It*) + *be* + adjective + infinitive' is often used.  
*Chinese is hard to learn. / It's hard to learn Chinese.*
- 3 The infinitive can be used to express purpose.  
*A Why are you taking a year off?*  
*B To travel round the world.*  
A preposition (like *for*) to express purpose isn't needed. The infinitive alone is enough.  
*I called them to arrange a meeting. (Not: for to arrange)*

## Changes in meaning

Some verbs can be followed by either the *-ing* form or infinitive and change their meaning.

- I stopped going to the gym months ago. (I gave up the activity.)*
- I stopped to go to the gym. (I was driving and stopped in order to go to the gym.)*
- I remember seeing Ken at the party. (I saw him, and I have a clear memory of it.)*
- I remembered to see Ken at the party. (I knew he wanted to speak to me, so I went over to him.)*

Other verbs like this include *try, forget, regret, like, hate*.

## 1 Complete this email with the correct form of the verbs in brackets.

Dear Hanno

I'm writing <sup>1</sup>\_\_\_\_\_ (tell) you about what I'm planning <sup>2</sup>\_\_\_\_\_ (do) next year because it will affect you, and you may want <sup>3</sup>\_\_\_\_\_ (think) about <sup>4</sup>\_\_\_\_\_ (find) a replacement for me.

As you know, Ingrid has arranged for me <sup>5</sup>\_\_\_\_\_ (send\*) to the Seoul office <sup>6</sup>\_\_\_\_\_ (oversee) the new branch out there. I originally expected <sup>7</sup>\_\_\_\_\_ (be) away for six months. However, I would like <sup>8</sup>\_\_\_\_\_ (explore) that part of the world. I asked Ingrid if she would consider <sup>9</sup>\_\_\_\_\_ (let) me have an extended break, and she has agreed <sup>10</sup>\_\_\_\_\_ (give) me an additional six months' unpaid leave.

This means I'll be away for a year, which, I appreciate is not ideal for you. However, it is very important for us <sup>11</sup>\_\_\_\_\_ (keep) you as a client, so Ingrid has suggested <sup>12</sup>\_\_\_\_\_ (take) over the day-to-day running of your account herself. I'm sure you'd enjoy <sup>13</sup>\_\_\_\_\_ (work) with her but I thought it was important <sup>14</sup>\_\_\_\_\_ (check) that you would be happy about <sup>15</sup>\_\_\_\_\_ (collaborate) with her.

Please let me know your feelings about this, and contact me if there is anything you want <sup>16</sup>\_\_\_\_\_ (discuss).

I look forward to <sup>17</sup>\_\_\_\_\_ (hear) from you.

Dan

\* TIP: active or passive?

## 2 Match 1–8 to a–h.

- 1 I stopped to have a coffee ... \_\_\_
  - 2 I stopped having coffee ... \_\_\_
  - 3 I regret to say ... \_\_\_
  - 4 I regret saying ... \_\_\_
  - 5 I don't remember signing the cheque ... \_\_\_
  - 6 I didn't remember to sign the cheque ... \_\_\_
  - 7 I'll never forget sending you a birthday card ... \_\_\_
  - 8 I'll never forget to send you a birthday card ... \_\_\_
- a because I didn't want to fall asleep at the wheel.
  - b because my computer is programmed to send me a reminder.
  - c that your application for secondment to Brussels hasn't been successful.
  - d but I must have done, because the bank didn't send it back.
  - e and that's why the bank sent it back.
  - f because I couldn't sleep if I drank it last thing at night.
  - g because I was stuck in the post office for three hours.
  - h I'd apply for secondment to Brussels.