9 Practice file

Working with words

1 Match 1-8 to a-h. 1 Many women feel there is a glass ceiling ... ____ 2 Some banks have a corporate culture which ... ____ 3 I could take early retirement which ... _ 4 He felt the new job was a sideways move ... ____ 5 When the factory downsized ... 6 Setting up a new company involves dealing with official agencies and ... ____ 7 To save costs, the company made ... 8 I can't move house because of the children's schools, so ... ____ a would mean stopping work at 55 rather than 65. b relocation is not an option. c a lot of rules and red tape. d rather than a promotion. e a lot of the staff redundant. f is very masculine and competitive. g a third of the workers were laid off. h stopping them from getting top jobs. 2 Complete these sentences. Use the answers to complete the puzzle and find the hidden word. _____ staff than to 1 It's a lot cheaper to try and ___ continually find replacements. 2 Mangement failed to adequately _____ the project with experienced personnel. _____ several staff to our new 3 Management want to ___ store on the outskirts of the city. 4 When they _____ the new Operations Manager, everyone will be informed immediately by email. 5 We believe in job ___ ____ and giving you the opportunity to do different jobs in the company. 6 We intend to __ ____ a lot of time and money in the new HR department. 7 Two _____ vacancies must be filled as soon as possible. 8 You start at the bottom, and if you do well and work hard, the company will _

Business communication skills

1

2

Aı	nton and Carol	ina from the	workers' co	ouncil are
st	eeting with Bo aff trip. Compl ith the correct	ete this extra	act from the	ir meeting
	nton What we r			
	for the staff trip			50
Ca	arolina ³ for a weekend?		charter a pla	ne to Morocco
Aı	nton We do hav		THE RESERVE TO SERVE THE PROPERTY OF THE PERSON NAMED IN COLUMN TWO IN COLUMN TO SERVE THE PERSON NAMED IN COLUMN TWO IN COLUMN	
	4 ne	ed to stretch t	he budget if v	ve did that.
Ca	arolina Yes, you What can you			R view things?
D,	b Well, the wo			a staff trin _
D	so we can't sto			
	should be educ	2 10 70 107		
Aı	nton You mean			
	cultural we car			970.0
В	b Yes. Let's say	- 10.000 - 10.000	47. 14	
	8yo		The second second second	
	part of the pack			
C	arolina OK. We	can ⁹	with that	and would
	organize the tr	ip to comply w	rith HR's wisl	nes.
A	nton So, a quicl	K ¹⁰	- if	
1	a talk	b meet	c decide	d discuss
2	a possibilities	b options	c opinions	d alternative
3	a What's	b Who	c Why	d How
4	a we'll	b we	c we'd	d we've
5	a lend	b help	c propose	d offer
6	a plan	b propose	c aim	d intend
7	a provided	b would	c were	d supposing
8	a until	b providing	c unless	d if
9	a be	b remain	c stay	d live
10	a review	b recap	c repeat	d outline
P	ut the words ir	<i>italics</i> in the	correct ord	er to
C	omplete the se	ntences.		
1	discuss / the / c		/ need /are _ kend rota and	
2	to / one / would			
- 4	cancel the even	5.		
3	we / don't / on two temporary	550		
Á	Aut a related			
4	far / who / so /		vin will	
E	sounds I a I al			
J	5 sounds / a / plan / like / that			

Practice file 9 | Employees

Language at work | First and second conditionals

First conditional

First conditional sentences have two parts. In the if clause, we talk about a present or future situation that is quite likely to happen; in the other clause, we talk about the result.

Likely situation	Result
If + present tense	will + infinitive
If you order 20 units,	we'll give you a 15% discount.
If I'm not promoted,	I'll leave the company.

Variations

- 1 Use the present continuous or present perfect in the if clause. If anyone is waiting for you in reception, I'll let you know. If he hasn't emailed them, I'll call instead.
- 2 Use other modals in the result clause. If we hurry, we may / might /could / should arrive in time.

Second conditional

Second conditional sentences have two parts. In the if clause, we talk about an imaginary present or future situation that is not likely; in the other clause, we talk about the result.

Imaginary situation	Result
If + past tense	would + infinitive
If we accepted the takeover bid,	we <mark>would be ou</mark> t of a job.

Variations

1 Use the past continuous in the if clause.

If you were applying for a job, what would you put on your CV?

2 Use could or might in the result clause.

If we got a bit more help, we could / might finish on time.

Linking words

1 A number of expressions mean 'if and only if', and emphasize the condition: provided (that), providing (less formal), as long as and on the condition that.

I'll help you today providing you do my shift on Friday.

2 Supposing means 'just imagine', so it is normally used with second conditionals.

Supposing they offered you the job, would you take it?

3 Unless is similar in meaning to 'if not'.

I'll be home by 5.30 unless the meeting finishes late.

4 Use in case to talk about action taken to avoid something happening.

I'll take a spare battery in case the main one runs out.

1 Choose the best answer from the words in italics.

- 1 Daniela is interested in moving to your team. But if she comes / came to you, I will / would need to find a replacement here as soon as possible.
- 2 We can easily fulfil orders for a few hundred metres of cable. However, if you want / wanted 50,000 metres, say, that will / would take a lot longer.
- 3 I think you're being very rash. If I am / were you, I will / would reconsider your decision.
- 4 I will / would agree on the deal now if I have / had the authority, but I have to check with the directors first.
- 5 Can you leave this with me until tomorrow? I think I will / would be able to work something out if you give / gave me more time.
- 6 I will / would apply for the Madrid job if I speak / spoke good Spanish, but unfortunately I don't.
- 7 I can't let you have time off. If I make / made an exception for you, everybody else will / would expect the same.
- 8 If you want / wanted to read the contract again before signing, we will / would take a break now and resume our meeting in half an hour.

2	Which	of the	situations	in 1	are
	AA TITCIT	OI CIIC	DILUGUIO	AAA .	uic

1	likely to happen?
2	not likely to happen?

3 Complete the sentences with these linking words.

	if	unless	provided
	as long	in case	
1	I'm organizing	some insurance	I get ill.
2	I'm very busy, s an emergency.	o please don't disti	urb me it's
3	sale	s don't start falling r.	, we'll reach our
4		to get there by $10.$ _ there's a problem	to the south and an entire the south
5	as w		we can go ahead with
U	sing first or sec	ond conditionals	, complete these

sentences with your own ideas

	If I ever had the chance,	
2	I wouldn't take time off work unless	
3	If it's a nice weekend, I think	