

9 | Practice file

Working with words

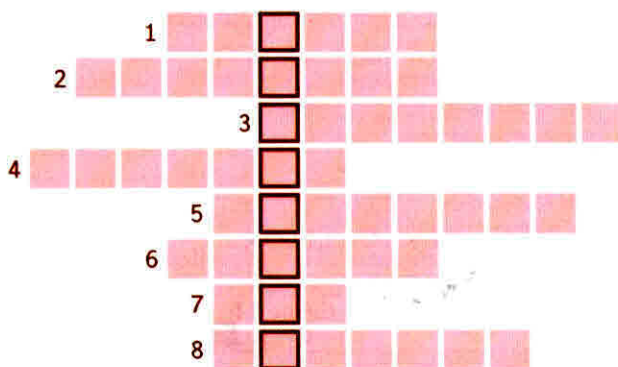
1 Match 1–8 to a–h.

- 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.

- 1 It's a lot cheaper to try and _____ staff than to continually find replacements.
- 2 Management failed to adequately _____ the project with experienced personnel.
- 3 Management want to _____ several staff to our new 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 _____ you.



Business communication skills

1 Anton and Carolina from the workers' council are meeting with Bob from HR to negotiate the annual staff trip. Complete this extract from their meeting with the correct answer from 1–10 below.

Anton What we need to ¹ _____ on today is what to do for the staff trip. Let's look at what our ² _____ are.

Carolina ³ _____ about we charter a plane to Morocco for a weekend?

Anton We do have that on our list of options, but ⁴ _____ need to stretch the budget if we did that.

Carolina Yes, you're right. Bob, how does HR view things? What can you ⁵ _____ us?

Bob Well, the worker's council always offers a staff trip – so we can't stop this – but what we ⁶ _____ is it should be educational as well as entertaining.

Anton You mean, ⁷ _____ we include something cultural we can choose any of our suggestions?

Bob Yes. Let's say you take the Morocco option. ⁸ _____ you offer excursions to places of interest as part of the package, HR might veto the whole trip.

Carolina OK. We can ⁹ _____ with that and would organize the trip to comply with HR's wishes.

Anton So, a quick 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 |

2 Put the words in *italics* in the correct order to complete the sentences.

- 1 *discuss / the / areas / we / to / need / are* _____ the weekend rota and overtime.
- 2 *to / one / would / option / be* _____ cancel the event.
- 3 *we / don't / on / why / take* _____ two temporary staff for our busy period?
- 4 *far / who / so / got / we / so / have?* _____ Gavin will ...
- 5 *sounds / a / plan / like / that* _____ – could you let Jan know the details?

