1. He is the head of the accounting department. in charge charge charge charge in control 2. Pd like to		the best response to complete e						
2. I'd like to	1. He is the head of the accounting department. = He's of the accounting department.							
introduce meet assist 3. I'm	in charge	charge	in control					
introduce meet assist 3. I'm	2 I'd like to	vou t	o Lisa, our database specialist					
3. I'm								
the an a 4. I'm CEO of Herbalife International. (There is only one CEO.) a the an well. 5. James always does well. job working his job 6. You should always call the customer by his/her, not his/her first name. last name/surname second name familiar name 7. I remember faces very well. = I'm good with faces good at faces good in faces 8. Do you have any on you? cards of business work cards business cards 9. Another word for colleague is on you? growing up TASK 2. Choose the correct response for each of the sentences. 1. When someone "brings something to the table", it means that he/she has something to offer buy everyone lunch 2. HP is one of Dell's main competitors competition 4. James last year. changed his jobs changed jobs made a change in jobs 5. It's not good to yourself entirely to your career. deficate 6. Bill, I need your on this. What do you think of this design? intake install 7. I thought you at the conference.	mirodace	assist assist						
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did really a good job 8. P1: We've got a meeting in 10 minutes. P2: Do I have to _____? P1: Yes, you do. attain atone attend 9. I'd like you to do a little ______ on investment strategies. present present present present presentation 10. He's away _____ at the moment, but he'll be back in an hour. from a desk from his desk from the desk TASK 3. Choose the right synonym. 1. There has been a drop in sales. = Sales have decreased downed increased 2. Sales have increased for three years ______ .= Sales have increased for three years in a row. even _____ forward 3. You have to market these particular attributes. = You have to market these particular . . qualifications qualifiers qualities 4. We shouldn't use the same old strategies. = We should _____ using the same old strategies. avert avoid averse 5. Thanks to smart planning, we have _____ another crisis. = Thanks to smart planning, we have thwarted another crisis. put forth unveiled averted 6. We shouldn't rule that out as an option. = We should still _____ that an option. reject consider 7. The figures are down from January. = The ______ are down from January. numbers numerals mathematics 8. Our company has seen 10 years of uninterrupted growth. = Our company has seen 10 years of growth. sporadic steady stagnant 9. We should market this product as being durable and dependable. = We should market this product as being and dependable. studious study sturdy 10. We need to develop a new strategy. = We need a new appraisal approval TASK 4. Mixed verb tenses. Choose the best response to complete each of the sentences below. 1. If he doesn't come in the next 10 minutes, we without him. would start will start Started 2. He ______ a manager when he was 25.

became

was becoming

really did a job

has become

Let's to discuss	the details of the p	T . 1 11 1	
Let's to discuss	Let's discuss	Let's be discussing	
4. Our distributor called while	e I to	Jim. (I'm no longer talking to Jim)	
was talking	have been talking	Jim. (I'm no longer talking to Jim) would be talking	
5 I thought about your propo	sal and I think we	it	
Accept	will have accepted	it. d will accept	
6. How long	in sales?		
B or C	III Suics.		
have you worked			
have you been working			
7. I have	your proposal and I'm	auite impressed.	
Reviewed	reviewing	review	
	C		
8. The mayor failed	1	the striking workers to return to contract talks.	
Persuade	A or C	to persuade	
9. The union	on Tues	sday to resume contract talks. has been agreeing	
was being agreed to	agreed	has been agreeing	
10 Negotiations	to continue into the weekend.		
are expected	are expecting	expect	
•		cates with the words in green.	
•	f a raise, so I was	cates with the words in green surprised when I got a sizeable raise.	
I wasn't expecting much of happily welcomely	f a raise, so I was cheerfully	cates with the words in green surprised when I got a sizeable raise pleasantly	
 I wasn't expecting much of happily welcomely I was nervous about skydiv 	f a raise, so I was cheerfully ving at first, but now I'm	cates with the words in green surprised when I got a sizeable raise pleasantly happy I did it. What a(n) experience!	
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9. Bill's doctor told him	that he needs to st	art getting exercise. l	He's overweight and has high				
blood pressure.							
consistent	routine	usual	regular				
10. I didn't want to bother Carl. He was in his office and it looked like he was lost in thought.							
deep	great	heavy	serious				
1	8	3					