

Practice file answer key

Unit 1

Working with words

Exercise 1

- | | |
|--------------|-------------|
| 1 reled | 7 form |
| 2 build | 8 gave |
| 3 weighed up | 9 build |
| 4 processed | 10 work |
| 5 keep | 11 managing |
| 6 take | 12 kept |

Exercise 2

- | | |
|-------------------|------------------|
| 1 down-to-earth | 7 an easy-going |
| 2 out-of-the-way | 8 time-consuming |
| 3 outspoken | 9 open-minded |
| 4 low-key | 10 self-assured |
| 5 run-of-the-mill | 11 up-and-coming |
| 6 unexpected | 12 tedious |

Business communication

Exercise 1

- | | |
|------------------|--------------|
| 1 convinced | 6 anything |
| 2 anticipated | 7 've got to |
| 3 wouldn't | 8 confident |
| 4 I'm not saying | 9 a reason |
| 5 wary | 10 can't |

Exercise 2

- I'm **just not** 100% convinced.
- I'm **absolutely / quite** sure that.
- To be **fair / honest**, the whole matter.
- I **gathered** from your report.
- I wouldn't go **so far / as far** as to say.
- From **what** I could see.

Exercise 3

Suggested answers only

- From what I could see, the meeting went much better than we expected.
- I'm not saying the trip didn't go well – it's just that there were some problems.
- I've got to say / I'm fully confident that the proposed site would be perfect for the company.
- According to Fred / I gathered from Fred that the project is going fairly well.

Language at work

Exercise 1

- | | |
|----------------------------|----------------------------|
| 1 are growing, has made | 3 reflects, have continued |
| 2 have expanded, have been | 4 takes, is stepping |

Exercise 2

- We will have completed
- We had originally hoped
- ... who have been working on it
- I'll be taking ... / I'll take ...
- ... there seems to be
- We're going to send ... / We'll be sending ... / We're sending ... / We'll send ...
- I'm now handing over ... She has been working ...
- Our call centre had been levelling off / had levelled off ...
- ... I was thinking about this ...

Unit 2

Working with words

Exercise 1

- 1 g 2 d 3 a 4 j 5 b
6 e 7 h 8 i 9 c 10 f

Exercise 2

- propel yourself forward
- stand out from (the crowd)
- keep in with (your colleagues)
- stand up for (your plan)
- be burnt out from (stress)
- play the part of (a good listener)
- stay ahead of (the competition)
- stand up to (analysis)
- come up with (solutions)
- get out there (and ask ...)

Exercise 3

- | | |
|--------------|---------|
| 1 take | 5 grow |
| 2 move | 6 goes |
| 3 follow | 7 put |
| 4 Broadening | 8 reach |

Business communication

Exercise 1

- | | |
|--------------|------------------|
| 1 get | 4 come back |
| 2 talk | 7 suppose, think |
| 3 like | 8 keen on |
| 4 mention | 9 come in |
| 5 understand | 10 get on to |

Exercise 2

- | | |
|------------|--------|
| a 2 | d 3, 8 |
| b 7 | e 5 |
| c 1, 6, 10 | f 4, 9 |

Exercise 3

- Do** you want to ... / **Would** you like to ...
- The obvious solution to this problem **must / would** be ...
- The **purpose** of today's meeting ...
- It's interesting you **said / say** that ...
- Could I **just** say something?
- I'm not sure **what** your feelings are about ...
- But what makes you so **sure** ...
- Given that Arturo **doesn't** have ...

Exercise 4

- | | |
|-----------|-----|
| a 1 | d 6 |
| b 4, 7, 8 | e 2 |
| c 3 | f 5 |

Language at work

Exercise 1

- 1 c 2 h 3 e 4 b 5 g
6 j 7 a 8 d 9 i 10 f

Exercise 2

- Even if I had asked for a pay rise, I wouldn't have got one.
- If the company had renewed our season ticket, I could have gone to the football game.
- If only they hadn't got rid of the air-conditioning, the office wouldn't be so unbearably hot.
- If the airport staff hadn't called off their strike yesterday, I wouldn't be in Spain now.

Exercise 3

- | | |
|-------------|-----------|
| 1 should | 6 have |
| 2 might | 7 had |
| 3 would | 8 might |
| 4 have, had | 9 would |
| 5 should | 10 should |

Unit 3

Working with words

Exercise 1

- efficient
- entering, access
- option
- transformed
- carried out
- process, procedures
- means
- purpose
- energetic, dynamic
- installed

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Judd E. Hollander



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