

EMPLOYMENT AND CORPORATE CULTURE

I. Who are those people?

1. I deal with numbers = ac _____
2. I graduated from university and am being trained for a job = t _____
3. I run my own firm = I am s _____ - _____
4. Her father retired ten years ago = p _____
5. She works in a call centre = o _____
6. I work for different employers and feel independent = f _____
7. I buy and sell stocks and shares = st _____
8. He repairs appliances in your bathroom = p _____
9. I show the orchestra how to play = c _____
10. He collects your rubbish = d _____
11. She prepares the articles to be published = e _____
12. I lost my job due to the cutbacks on the company's budget = I was
m _____ r _____
13. I live in the country but work in a big city = c _____
14. I lost my job two year ago = u _____
15. She has just applied for this post = a _____
16. A person who takes part in a course = p _____

II. Complete the collocations:

1. I am going to _____ up my own company in a year.
2. My employees take too much _____ leave.
3. I had an argument with my boss, so I handed _____ my _____.
4. When she was 55, she decided to _____ early _____.
5. As he earns very little, he asked for a _____.
6. I feel tired and underrated, there are no career _____ s in my job!
7. I can _____ an interview at any time convenient to you.
8. Are you seeking permanent or _____ employment?
9. We do our best to _____ the gap between these two cultures.
10. _____ Thanks to the fact that I worked _____ - _____, I had

some time for my family.

11. One of the _____ of working for a fashion designer is that you get to wear lots of nice clothes.
12. A portfolio career will make you more _____, i.e. more attractive for a prospective employer.
13. Working in a different country can help you _____ your skills and _____ more experience.
14. Next year they plan to _____ their two call centres to China.
15. It is unfair when a richer country _____ workers from a developing country, paying them very little money.
16. We _____ all our computing work to a specialist firm.

III. Use the phrases in the sentences below:

in charge of / responsibilities / involves / balance / appointed / headquarters / subsidiary / output

1. In 2000 she was _____ CEO of Technex and had to move to the UK.
2. Volvo plans to increase its car _____ next year.
3. Our _____ are located in London, but we have many branches all over the world.
4. My job _____ working long hours.
5. His _____ include designing websites for the disabled.
6. I am _____ the research team.
7. Your ability to _____ work with private life is great wisdom.
8. Sharp Electronics is the U.S. _____ of Japan's Sharp Corporation.

IV. What can boost morale of your staff?

- r _____ by peers
- the opportunity for new ch _____
- regular f _____
- staff ap _____ schemes
- paying them a b _____
- constructive c _____ m

- dismissing poor p_____s
- public _____e for a job

V. What are the missing words or phrases related to corporate culture?

1. An _____ - _____ office does not have walls dividing it into separate rooms.
2. It was a _____ decision made by all board members.
3. He has an _____ - _____ policy, which means that staff are encouraged to come and see him if they have problems.
4. We live in a _____ society, including people from many different countries, races, or religions.
5. “In many offices, people _____ on Fridays.” “So what do they wear then?” “More informal clothes”.

VI. Choose the correct word:

1. What is the next item on our *itinerary / agenda* _____? We are a bit pressed for time!
2. I hate *package / parcel* holidays! I want to feel freedom when I travel.
3. He left a message on my *appliance / answerphone*.
4. The company is going to *lunch / launch* their latest product in May.
5. Some customers remain loyal to their favourite *marks / brands*.
6. A one-week stay in Majorca costs \$779 including air *fee / fare*.
7. Ethiopia is suffering from a severe *draft / drought*.
8. I’m afraid I have to *postpone / announce* our appointment until next week.
9. Life *expectation / expectancy* in poor countries is appallingly low.
10. _____ The line is very *faint / weak*, could you speak up please?
11. _____ Unfortunately, I’m *connected in / tied up* all day on Monday.

VII. What are the missing parts of the collocations related to free time activities and eating out?

1. I would like to _____ a course in architecture.
2. T’ai chi is a Chinese _____ art.

3. Did you _____ in that competition?
4. My brother _____ a new hobby: playing the violin.
5. Do you often _____ swimming?
6. Outdoor sports keep you _____.
7. My company organizes many _____ activities for the staff. (*done in free time*)
8. He _____ a golf club last year.
9. I like this restaurant as a wide _____ of snacks is available here.
10. They serve freshly - _____ orange juice or _____ white wine when it is hot outside.
11. Three-_____ meals are much more expensive.
12. I love Italian _____, all those delicious dishes!

BEHAVIOUR AND TRAITS OF CHARACTER

I. What are the opposite adjectives?

1. distracted - _____
2. uptight - _____
3. cautious - _____
4. tidy - _____
5. honest - _____
6. patient - _____

II. Supply the missing words referring to your personality.

1. Mike is unable to make clear decisions or choices; in other words, he is i _____
2. Researchers have to be very t _____ to make sure lab results are accurate.
3. If you're looking for a job you need to be f _____ about where you're prepared to work.
4. I want to make a complaint because the staff are r _____ and h _____. In a four-star hotel it should not be tolerated!
5. Everybody needs a r _____ friend, someone you can trust.

6. As George turned out to be totally ir _____, I stopped collaborating with him.
7. You should be c _____ t, but not arrogant or conceited!
8. The paparazzi were pushy and in _____, so he became furious.
9. Co _____ students sometimes become too ambitious and unfriendly.

PRESENTATIONS

I. What are the names of visual aids you might use when delivering a presentation?

1. It is a piece of electrical equipment used when giving a talk, which shows words or pictures on a wall or large screen so that many people can see them = o _____
2. It is a sheet of plastic or a piece of photographic film through which light can be shone to show a picture on a large screen = _____
3. A set of large pieces of paper that are connected at the top so that you can turn the pages over to present information to people is called a _____.
4. It is a circle divided into parts by lines coming from the centre to show how big the different parts of a total amount are = _____
5. It is a drawing that shows the different ranks of the people working in an organization = _____
6. A picture of boxes of different heights, in which each box represents a different amount or quantity is referred to as a _____.
7. A _____ is a drawing that uses a line or lines to show how two or more sets of measurements are related to each other.

II. Provide the verbs or nouns which describe trends:

1. In 2006 inflation _____ rapidly reaching its peak in May and then, to the economists' relief, _____ off in September.
2. There has been a _____ of 40% in sales since 2007 and we are really concerned about the future of our firm.
3. When prices _____, they keep changing and becoming higher and lower.

III. Provide three synonyms for each vocabulary item:

1. go up = _____, _____, _____
2. decrease = _____, _____, _____

IV. What are the missing words?

1. The _____ of my presentation today is to compare the sales figures of the two products.
2. First, I would like to give you an _____ of our banks' policies.
3. Let's turn our _____ to this slide.
4. Now let's _____ on to the third part of my speech.
5. That _____ me to the end of my presentation.

PHRASAL VERBS

I. Use the correct form of Phrasal Verbs:

1. I have to _____ (postpone) the appointment with my lawyer.
2. As I did not meet their requirements, they _____ (rejected) my application.
3. She _____ (ended the relationship) with her boyfriend.
4. Do you _____ (like; have a good relationship) your brother?
5. Yesterday I _____ (met by chance) my old roommate.
6. The company _____ (became successful) after three years.
7. We _____ (wait with excitement) attending your presentation!
8. The management wanted to _____ 100 workers _____ (give them a sack).
9. If you don't know his telephone number, you can _____ it _____ (search for this information) in a directory.
10. She should _____ (take care of) her children!

II. Have the right Phrasal Verbs been used? Correct them if necessary.

1. When we were talking on the phone, he suddenly hung on.
2. It seems that they have to work out the answer to this question themselves.
3. Our manager is a very conceited person: he always talks up to us!
4. At the brainstorming session John came up with brilliant ideas.
5. My car is unreliable and often breaks around.

FINANCE AND BANKING

I. Match verbs in A and nouns or phrases in B to make collocations. Translate them into Polish:

A:

pay off
cancel
bounce
apply
check
set up
attend
download
transfer

B:

money between accounts
a loan
for a job
an interview
your statement
direct debits
a bank account
a cheque
the balance

Now choose five collocations and use them in a dialogue about everyday expenses with your colleague.

II. Provide the defined words:

1. put (money) into a bank account - _____ t
2. the local office of your bank - ___ r _____
3. take (money) out of your account - _____ w
4. money lent by your bank, so you can spend more than is in your account -

- o _____
5. a machine that you use to get money from your account -
c _____
6. a kind of loan which you take out when you buy a house -
m _____

III. Use the following phrases:

SHARES / WAGES / RENT / TAX / STANDING ORDER / CURRENCY /
EXCHANGE RATE / INCOME

1. "Could you explain what it is?" "Certainly, sir. A _____
is an arrangement by which our bank pays a fixed amount of money from your
account every month or year".
2. Do you believe that older people may have more disposable _____?
3. Without qualifications it's nearly impossible to get a job with decent
_____.
4. The _____ in early December was quite favorable and we
made up our minds to buy some foreign _____.
5. The minister claims that the way to raise energy prices is to impose a _____.
6. Some countries prohibit certain firms from selling their _____ to
foreigners.
7. My landlady charges reasonable _____, so I don't want to move out.

URBAN LIFE, POLITICS, CURRENT AFFAIRS

I. Provide the defined words and collocations:

1. the road which helps drivers avoid the city centre: r _____
2. the place where we throw away rubbish: _____ p
3. kinds of animals or plants which may become extinct: e _____

4. a very poor or / and dangerous district: _____ y
5. all the money you spend: _x _____
6. all the money you earn: i _____

7. the place where an event is held: v _____
8. violence in the streets: r _____
9. the mixture of waste from the human body and used water: s _____
10. the process of rebuilding and revitalizing poor districts u _____
r _____

II. Use the following words and collocations in the sentences below:

ENTREPRENEUR, BE HELD, MARKET ECONOMY, TRANSITION, EXPAND, SHOWROOM, ENVIRONMENTAL DISASTER, DOWNSIZE, HEADLINES, ECONOMIC GROWTH, BUDGET, HUGE MAJORITY, TO IMPOSE SANCTIONS, CIVIL WAR, MEASURES

1. The UN security council may _____ economic _____ on North Korea.
2. The government's objective is to stimulate _____.
3. An economic system in which companies are not controlled by the government but decide what they want to produce or sell is called a _____.
4. Being an _____ is a way of fulfilling your creative potential.
5. If a company or organization _____s, it reduces the number of people it employs in order to reduce costs.
6. Tough _____ are being taken to reduce crime in the city.
7. A presidential election will _____ on 10 September.
8. In Rwanda thousands of orphaned children and displaced families escape from the tyranny of _____.
9. The Labour Party won a _____ at the last general election.
10. The scandal hit the _____ for weeks.
11. We need to ensure a smooth _____ between the old system and the new one.
12. For more information or a copy of our brochure, please visit our _____ or telephone /3220.
13. Congress and President Bush approved the defense _____.
14. The hotel wants to _____ its business by adding a swimming pool.
15. The Green Peace activists warn that such a project is a recipe for an _____.