

LANGUAGE

Lesson 8.1 Vocabulary

BECV/BULATS

1 Choose the correct option a, b, c or d.

One of the certainties in life and in business is that, whatever you do, there will always be change. In business, this often happens so that companies can ¹ growing. However, when they ² change companies should ensure that the way they do this is as ³ as possible. Although some people love change, many are ⁴ about the unknown and do not ⁵ very well with change. When planning for change, it is important to ⁶ up all the risks and ⁷ of any proposed changes. All change can be a little ⁸, so it is vital that companies thoroughly investigate all possible options by ⁹ with staff at all times. In addition, they should ¹⁰ them in any decision-making process.

- 1
a engage b risk c move d keep
- 2
a improve b implement c adapt d weigh
- 3
a allocate b risky c efficient d on
- 4
a successful b efficient c apprehensive
d consultative
- 5
a manage b adapt c keep d cope
- 6
a weigh b take c consult d adapt
- 7
a rewards b benefits c improvements
d adaptations
- 8
a risky b weighty c successful d efficient
- 9
a coping b planning c consulting d moving
- 10
a adapt b engage c communicate
d measure

/10

Lesson 8.2 Grammar

2 Report the statements using the most appropriate verb in brackets.

- 1 'You must apply for the job, Mary. You really must.'
(insist / promise)
I for the job.
- 2 'You should move to another company.'
(advise / promise)
She to another company.
- 3 'None of the equipment works in this office.'
(promise / complain)
He office.
- 4 'We were discussing the changes for ages.'
(promise / confirm)
They the changes for ages.
- 5 'I finished the report last night.'
(say / suggest)
He
- 6 'We won't make any changes this year.'
(complain / inform)
They year.
- 7 'We've spent a lot of money on the new factory.'
(suggest / say)
They a lot of money on the new factory.
- 8 'I'll help you. Don't worry.'
(promise / advise)
He me.
- 9 'If I were you, I wouldn't work there.'
(insist / advise)
He work there.
- 10 'I didn't want to move to another location.'
(suggest / confirm)
She move to another location.

/10

B2  **Business Partner**

Lesson 8.3 Functional language

PTE Part H Response selection

3 [BP_B2_Test_08_001.mp3] Listen to the speaker and choose the correct answer a, b or c.

- 1 a b c
- 2 a b c
- 3 a b c
- 4 a b c
- 5 a b c

/5

Lesson 8.4 Functional language

PTE Part B

4 Complete the sentences with ONE word in each gap.

- 1 the end of the session, we will have a clear idea of the steps needed.
- 2 free to add any of your own suggestions.
- 3 Can you elaborate that idea?
- 4 we all agreed that we will make these changes?
- 5 Let's with that idea, Hans.

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Lesson 8.5 Functional language

BECV Part 5

5 Some lines have an extra word and some lines are correct. If the line is correct, write CORRECT. If there is an extra word, write the word.

1 The WLDink Group has just been announced plans
 2 to buy its main competitor, the Yelcore Group for
 3 \$380 million. The two companies who have been in
 4 negotiations for six months. They are more
 5 happy about to confirm that the deal has been
 6 signed. WLDink assures staff that, even although
 7 there will be some very voluntary redundancies,
 8 their jobs should be safe. Mr Waldor, Chairman of
 9 the Group, often said: 'We are pleased to welcome
 10 Yelcore into the family and are look forward to a
 bright and prosperous future.'

- | | |
|---------|----------|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

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SKILLS

Short listening

BECV

6 [BP_B2_Test_08_002.mp3] You will hear two telephone conversations. For each question, write one or two words or a number.

Listening 1

Phone call

From: Philip Mathers

Reason for call: wants to ¹ contract

Aims to ² the quantity of casings required

Current discount is ³ %. Would like 12%.

Promises ⁴ for two years.

Listening 2

Changes next Monday – remember

⁵ – must go through head office.

Management upwards only. Franz will arrange

⁶ to explain.

Purchase orders – all orders to go via ⁷ office.

Sales reports on 28th and not ⁸ anymore.

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Long listening

BECV/BULATS

7 [BP_B2_Test_08_003.mp3] You will hear a radio interview with Elena Halsch about her experience of major changes in a company she worked for. For each question, choose the correct answer a, b or c.

1 Two years ago the company Elena worked for
a squeezed one of its rivals out of the market.
b had to find new markets for its products.
c became part of a multinational company.

2 Elena says after the takeover she
a was made redundant.
b lost her job as Marketing Director.
c had less work to do.

3 Elena set up her own consultancy because she
a wanted to earn a lot more money.
b was asked for advice by start-ups.
c failed the interviews for new jobs.

4 Elena helps start-up companies because
a it is very satisfying.
b they are easy to work with.
c she may get permanent work with them.

5 Elena doesn't want to work for a company because
a she earns more being self-employed.
b it can be very stressful.
c their goals can be unachievable.

6 Elena enjoys her job now because
a she has the time to check her work.
b clients rarely tell her what to do.
c there are fewer restrictions.

7 In the future, Elena would like to
a retire and travel around the world.
b have some time off from work.
c change her approach to work.

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