

LANGUAGE

Lesson 8.1 Vocabulary

1 Choose the correct option.

1 Young people have more career compared to fifty years ago.
a alternatives **b** ways **c** feelings **d** constraints

2 I should all the different possibilities before deciding.
a settle on **b** consider **c** end up **d** drive

3 Knowing when to trust a gut is an important life skill.
a success **b** decision **c** alternative **d** feeling

4 After thinking hard about what to study Sara finally geology.
a settled on **b** ended up
c examined **d** reconsidered

5 If you don't make a decision soon, you'll with nothing.
a examine **b** give **c** end up **d** pull together

6 My boss gave me the to launch the new clothing range.
a alternatives **b** way forward
c go-ahead **d** success

7 Our sales team is so successful because everyone knows when to together.
a give **b** pull **c** drive **d** consider

8 The main on the department is a lack of experienced staff.
a constraint **b** alternative
c drive **d** consideration

9 Kyla believes that the forward is to invest in better technology.
a feeling **b** success **c** decision **d** way

10 To success, it's necessary to motivate all the staff in the company.
a reconsider **b** settle on **c** drive **d** pull

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Lesson 8.2 Grammar

2 Complete the text using the **to + infinitive** or **-ing** form of the verb in brackets.

Not everyone likes decision-making in the workplace. Some employees prefer ¹ (not have) to make many decisions. For them, decisions cause stress and they tend to be afraid of ² (put) themselves in stressful situations. Usually there is no point in ³ (try) to change them. Managers sometimes try ⁴ (encourage) a change by sending these employees on leadership training courses. However, it is often not worth ⁵ (do) this and rarely do they end up ⁶ (enjoy) the experience. In addition, managers can regret ⁷ (not realise) this beforehand and may even start ⁸ (lose) confidence in their own decision-making abilities. As all good managers know, understanding your staff is a key skill. It is important to respect the fact that these employees need ⁹ (feel) comfortable at work and they generally prefer ¹⁰ (take on) roles where the duties and tasks are clear and logical.

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Lesson 8.3 Functional language

3 Choose the correct option.

We have suffered some losses recently, but I ¹ think we can recover from this. My ² would be to research the competitors. Even ³ our products are generally cheaper, our competitors were ⁴ more popular in the market. The fact of the ⁵ is our brand is not as appealing, and we must find out why.

- 1 **a** finally **b** possibly **c** personally **d** slightly
- 2 **a** ambition **b** instinct **c** findings **d** sensation
- 3 **a** while **b** although **c** though **d** except
- 4 **a** still **b** yet **c** already **d** once
- 5 **a** element **b** topic **c** issue **d** matter

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Lesson 8.4 Functional language

4 [BP_B2+_Test_08_01.mp3] Listen to the speaker and choose the correct answer.

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

/5

Lesson 8.5 Functional language

B2 Business Vantage

5 Choose the correct option.

With ¹..... to upgrading the company's online booking system, it has been ²..... to do this over the last weekend in April. In ³..... of this change, all staff will receive training before the upgrade. We can ⁴..... you that it will not affect how you interact with your clients. ⁵..... will be improved with the new system and this will benefit both staff and our clients.

- 1 a regard b light c result d discussion
- 2 a delayed b decided c guaranteed d installed
- 3 a reason b result c regard d light
- 4 a assure b contact c decide d realise
- 5 a Changes b Customers
- c Efficiency d Offices

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SKILLS

Short listening

B2 Business Vantage / C1 Business Higher

6 [BP_B2+_Test_08_02.mp3] You will hear two conversations. For each question, write one or two words or a number. You will hear each recording twice.

Listening 1

Look at the notes below. You will hear two colleagues discussing a colleague's possible promotion.

Performance review notes

Anna: Possible promotion to ¹

Key strengths = experience and knowledge

Communication = her colleagues ² her a lot

Extra specialism = ³

Minor drawback = she can be ⁴

Listening 2

Look at the notes below. You will hear two colleagues discussing the company's advertising campaign.

Advertising campaign notes

Channel for this campaign will be ⁵ – we're not using websites.

Reason is the target market – women who are ⁶

Plan is to ⁷ the results of the campaign across 3 different magazines.

Rationale for expensive campaign – these women are ⁸ shoppers.

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Long listening

B2 Business Vantage / C1 Business Higher

7 [BP_B2+_Test_08_03.mp3] You will hear part of a meeting about staff training courses. For each question, choose the correct answer. You will hear the recording twice.

1 What does Mr Jones want to discuss with Ms Lee?

- a ways he could invest in her company
- b the possibility of an exclusive course for his staff
- c how to persuade more staff to take up training

2 What did the Human Resources Manager think of the decision-making course?

- a It did not have enough activities.
- b It was exactly what he needed.
- c It could be more personalised.

3 Ms Lee says that the course is designed to

- a ensure all attendees benefit in some way.
- b inspire attendees to change their workplace.
- c appeal to people who want a lot of information.

4 What is the main business of Capital Inc?

- a investing their customers' money
- b solving financial problems
- c making recommendations to customers

5 According to Mr Jones, the staff find it difficult to

- a communicate decisions clearly to clients.
- b give clients negative information.
- c change their communication style.

6 What will Mr Jones do to help Ms Lee prepare the course?

- a give her some customer information
- b Introduce her to a staff member
- c email her a list of ideas

7 Why does Mr Jones think a test would be a good idea?

- a It will make staff take the training seriously.
- b He wants to be able to analyse the impact of the training.
- c It will make the training more professional.

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