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

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.

\_\_/5

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.

\_\_/8

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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Writing

BULATS

8 You work for CloCO, a specialist sports clothing company with a reputation for following ethical guidelines. It has recently been under investigation for its manufacturing processes. You have been asked to write a press release.

Write about:

• the investigation

• details of the problems and any action to be taken

• future promises

and any other points which you think are important.

Write 180–200 words.

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