

## Unit 1 Print and work: Building a career

### Grammar 1

#### Tense review 1

Choose the correct option to complete each sentence.

- 1 Beatrice *is flying / is going to flying / will fly* to Paris tomorrow morning.
- 2 Mandy will lose her job if she *wasn't / hadn't been / isn't* more responsible.
- 3 Peter *has been selling / sells / sold* cars for the last six years.
- 4 Angela *has studied / studies / studied* in New York for six months before she got her first job.
- 5 New employees always *are beginning / began / begin* working in Sales.
- 6 Pat *has lived / was living / lives* in London when she got a great job with an international sales firm.
- 7 I think Paula *is finding / is going to find / will find* a new job in less than a month.
- 8 Peter Henderson *is working / was working / worked* in China right now.
- 9 Tom *is writing / is going to write / writes* the minutes to the meeting later this afternoon.
- 10 Vance loves to travel. He *has worked / worked / works* in five countries so far.

### Grammar 2

#### Tense review 2

Choose the correct options to complete the letter.

Dear Mr Sánchez

Having just completed my MBA course at the University of North London, I (1) *am looking / look / have looked* for opportunities to use my talents in the education sector. I (2) *am believing / believe / believed* that I am the ideal candidate for the position of Marketing Director at Coum College.

Before my MBA course, I (3) *have run / ran / run* the marketing department at Dulwich College, where I (4) *have maximized / maximized / was maximizing* corporate sponsorship. In addition, I (5) *have implemented / implemented / was implementing* a scheme to attract students from Asia, which was a great success. During the last two years, I (6) *acquire / have been acquiring / was acquiring* new skills. For instance, I (7) *have learned / had learned / was learning* to speak Mandarin Chinese to intermediate level in order to work better with Asian clients. I also achieved a distinction on my MBA course.

The education business (8) *has been / is / will be* a growth sector in the coming decade, and I (9) *have offered / offer / will offer* the skills to meet the demands your college faces.

I would be delighted to discuss my ideas in more detail at interview, and I (10) *am calling / call / will call* you early next week to arrange a meeting. Thank you for your time and consideration.

Yours sincerely,

Meera Chaudhury

### Grammar 3

#### Conditional sentences

Complete the sentences using the correct form of the verbs in brackets.

- 1 If I complete my MBA, I \_\_\_\_\_ (earn) more money in the future.
- 2 Business schools \_\_\_\_\_ (attract) more students if they offered better placement opportunities.
- 3 Your manager would have authorized your leave if you \_\_\_\_\_ (inform) her sooner.
- 4 If we \_\_\_\_\_ (spend) more money on training, our staff would be more productive.
- 5 Provided you \_\_\_\_\_ (set) clear objectives, most students will achieve them.
- 6 If we implemented a new fee structure, the profitability of our courses \_\_\_\_\_ (increase).
- 7 If students \_\_\_\_\_ (complete) the requirements, they get a scholarship.
- 8 If I get the job, I \_\_\_\_\_ (move) to Geneva.
- 9 The school \_\_\_\_\_ (attract) more students if they had advertised.
- 10 I \_\_\_\_\_ (start) my own business if I thought I could get the funding.

### Grammar 4

#### will, going to or present continuous

Choose the correct verb form to complete each sentence.

- 1 I'm really sorry I can't make it to your seminar. I *am attending / will attend* another function that evening.
- 2 It's hard to see how the importance of MBAs *is declining / will decline* in the future.
- 3 Haven't you heard? I decided last week that I *am going to apply / will apply* for the job.
- 4 Did you say Mr Basso is arriving at 7 p.m.? In that case, I *'ll collect / 'm going to collect* him from the airport.
- 5 In my opinion, Teresa is a high-flyer. She *is becoming / will become* a team leader in the future.
- 6 Don't expect Ms Nilson to answer calls this afternoon. She *is having / will have* a meeting to discuss the takeover.
- 7 Since I need a break, I *am going to take / will take* a sabbatical for six months.
- 8 We need to hurry. We *will leave / are leaving* in less than an hour.

# The Business 2.0

## Vocabulary 1

### Building a career

Complete the sentences with the phrases from the box.

dismissed   gave in my notice   joining another company  
laid off   made redundant   promoted   quit  
suspended   took a sabbatical   transferred

- 1 I couldn't believe it! After fifteen years of service, the company decided they didn't need me anymore, and I was \_\_\_\_\_.
- 2 I was so happy when I heard about Bob. He's a great worker and, although we'll miss him, I'm glad he is \_\_\_\_\_ to take a better position.
- 3 It's an opportunity to do things I wouldn't normally do. That's why I \_\_\_\_\_ six months ago to continue my studies.
- 4 Last year the company had serious financial problems and they \_\_\_\_\_ over two hundred employees.
- 5 They discovered John had been claiming false expenses, and he was \_\_\_\_\_ immediately without any notice.
- 6 After the company was restructured, I found I didn't like my new position so I \_\_\_\_\_ my job. I hope to find something better soon.
- 7 To be honest, I half expected to be \_\_\_\_\_. After all, I was the top salesperson last year.
- 8 One of my staff claimed I was bullying them. It wasn't true, but I was \_\_\_\_\_ while the company investigated.
- 9 I was so angry when they cut my salary that I \_\_\_\_\_ very next day.
- 10 I preferred working in the sales department, but the HR manager decided they needed me in marketing so I was \_\_\_\_\_ to that department.

## Vocabulary 2

### Action verbs for CVs

Complete the extract from a CV with the words from the box.

chaired   contacted   designed   drew  
exceeded   implemented   managed   met  
motivated   presented   recruited   trained

## Vocabulary 3

### Career phrases

Choose the correct option to complete each sentence.

- 1 You should sign up for that new management course. It's great and you'll *get / have / obtain* lots of fun.
- 2 I love taking classes at night school. It's a great way to *boost / gain / make* new knowledge and meet people.
- 3 I did an internship between semesters at university. It was the best way to *do / make / obtain* practical experience.
- 4 You can *gain / improve / receive* useful skills if you do voluntary work at university.
- 5 One of the most wonderful parts of your first job is *doing / learning / making* new friends.
- 6 Most candidates for sales work haven't *acquired / done / made* the skills that they need to be successful sales reps.
- 7 If you take more practical courses in school, when you look for your first job, you will find that you have *boosted / had / made* your future earnings.
- 8 Some students think university is all about making friends and *doing / getting / going to* parties.
- 9 In good schools, students *enhance / learn / receive* tuition from experienced professors.
- 10 Get as much experience as you can before you graduate. It will *enhance / gain / obtain* your CV.

**2004-2008** Human Relations manager,  
Liverpool Industries, UK  
(1) \_\_\_\_\_ new benefits package  
procedures and (2) \_\_\_\_\_ them in the  
home plant.  
(3) \_\_\_\_\_ new sales reps for York branch  
and (4) \_\_\_\_\_ them on site.  
(5) \_\_\_\_\_ the Equal Opportunities  
Committee and (6) \_\_\_\_\_ results to Board  
of Directors.

**2009-2013** Human Resources,  
Perkins Soap Company  
(7) \_\_\_\_\_ Human Resources Department  
and (8) \_\_\_\_\_ staff via new incentives  
programme, achieving lowest turnover rate in  
company history.  
(9) \_\_\_\_\_ productivity targets every month  
by 5-10%.  
(10) \_\_\_\_\_ up new retirement package  
and (11) \_\_\_\_\_ the company's  
requirement of reducing the workforce by 15%  
without having to make any worker redundant.  
(12) \_\_\_\_\_ three possible candidates for  
CEO position and arranged on-site interviews.

## Vocabulary 4

### Collocations to describe a career

Match sentence beginnings 1–9 with endings a–h.

- 1 Burham Business School students receive
  - 2 Burham has links with industry to provide internships where students can acquire
  - 3 These internships also boost
  - 4 At Burham not everything is work. Students also have
  - 5 One of a student's best experiences is making
  - 6 College life isn't just study. It also includes going to
  - 7 There are many options available to help you gain
  - 8 Between semesters, internships allow students to enhance
  - 9 Every experience you have at Burham Business School will help you improve
- a) fun and meet new people.
  - b) your future employability.
  - c) new friends who can be helpful in a future career.
  - d) parties and on weekend trips to local cultural sites.
  - e) the knowledge you need to succeed in business.
  - f) valuable practical experience they need for the future.
  - g) tuition from some of the biggest names in management.
  - h) their future earnings.
  - i) their CV.

## Listening 1

### A job interview

Listen to a part of John's job interview and decide if the sentences are **T (true)** or **F (false)**.

- 1 John made his decision when he was a teenager. T / F
- 2 He didn't like to study. T / F
- 3 He joined a university football team. T / F
- 4 He quit because his parents pressured him. T / F
- 5 He studied history at university. T / F
- 6 He thinks his football experience was valuable. T / F
- 7 He said he learned about success and teamwork while he played football. T / F
- 8 He doesn't think failure is useful. T / F
- 9 Winning games with his team was a great experience for him. T / F
- 10 He believes his experiences have helped him in life. T / F

## Listening 2

### Giving reasons

Listen to the excerpt from a job interview and complete the text with the words in the box.

as regards   besides   but also   firstly   for another  
for one thing   however   it's important to realize  
on the whole   not only   what was amazing

(1) \_\_\_\_\_, I believe everyone has made decisions that have resulted in failure and that we can use these failures to learn and grow. (2) \_\_\_\_\_ my decisions and failures, the one that comes to mind right now happened when I was just 17 years old. I was at the point in my life when everyone was asking me to decide what my future would be. (3) \_\_\_\_\_ how difficult it is to make decisions when you're just a teenager, and teenagers can be a bit rebellious. When I was that age, I liked school, but I loved football more and I thought I was a good player, so I decided I wouldn't go to university and I would become a professional football player. I managed to get a professional contract and played for a third division football club. (4) \_\_\_\_\_, after a few months I realized I wasn't as good as I had thought I was. I soon left the club and decided to go to university and take a business studies course. (5) \_\_\_\_\_, I've come to realize that the months I spent as a professional footballer weren't wasted. I think I learned more about teamwork and success during those months than I have in all my years at university. (6) \_\_\_\_\_, learning to work effectively with other people is essential when you work for a company. And (7) \_\_\_\_\_, I was able to understand how failure, like losing a game or missing a goal, can help you learn from a negative experience so that you don't do it again. (8) \_\_\_\_\_, the joy we felt as a team when we did win, was one of the best experiences in my life. (9) \_\_\_\_\_ was the way the team supported each other, no matter how well or how badly we played. This reflects the workplace because it's important to (10) \_\_\_\_\_ succeed or fail as an individual, (11) \_\_\_\_\_ to succeed or fail as a team.

## Pronunciation

### Number of syllables

Complete the table with the words in the box according to the number of syllables they contain.

counselling   recruitment   controversial   qualification  
demonstration   sophisticated   communication  
undergraduate  
entrepreneur   exacerbate   redundant   administration

Three syllables	Four syllables	Five syllables