

UNIT 15 – VOCABULARY

Complete the sentences with the word in bold. Change the form of the word where appropriate.

manage

- 1 I work as a _____ in a supermarket.
- 2 _____ consultancy is a lucrative area to get into.
- 3 They said I didn't have enough _____ experience.

regulate

- 4 A new _____ body set up by the government will monitor TV commercials shown before 9 pm.
- 5 There are so many rules and _____ nowadays that it's become really hard for small businesses to employ people.

consult

- 6 Certain accounting firms are banned from carrying out certain _____ and legal services.
- 7 The document has been prepared in _____ with a number of leading experts from industry and the business world.

finance

- 8 I really don't know how we're going to be able to _____ this new venture.
- 9 This is my colleague who deals with all the _____ matters.

strategy

- 10 This is something which really needs to be discussed at a _____ level.

knowledge

- 11 I really wish I'd _____ about all this.
- 12 The problem is that none of us are experts in this field. We need to bring in someone really _____ in the area of restructuring.

REPORTING VERBS

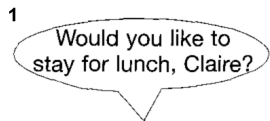
1 Match the sentences in column A with the reported statements in column B.

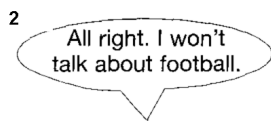
- | A | B |
|--|---|
| 1 'Don't forget to sign the contract.' | A He apologized for signing the contract. |
| 2 'I didn't sign the contract.' | B He warned me not to sign the contract. |
| 3 'Go on, sign the contract. It's a really good idea.' | C He encouraged me to sign the contract. |
| 4 'If I were you, I would sign the contract.' | D He ordered me to sign the contract. |
| 5 'No, I will not sign this contract under any circumstances.' | E He refused to sign the contract. |
| 6 'I am so sorry I signed the contract.' | F He admitted signing the contract. |
| 7 'Yes, I am afraid to say that it was me who signed the contract.' | G He reminded me to sign the contract. |
| 8 'I'll sign the contract if you like.' | H He offered to sign the contract. |
| 9 'Sign the contract NOW!' | I He advised me to sign the contract. |
| 10 'I really wouldn't sign the contract. You haven't read it. It could be a disaster.' | J He denied signing the contract. |

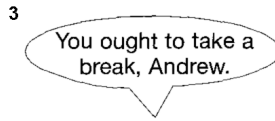
2 Complete the sentences using the verbs in brackets.

- 1 She was offered a very good job, so ... (advise) _____.
- 2 He said that the guarantee was out of date, and ... (refuse) _____.
- 3 They said that they couldn't bring the price down any more, but ... (offer) _____.
- 4 The bank realized that they were in the wrong, and they ... (apologize) _____.

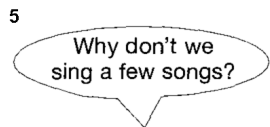
3 Complete the sentences. Report what was said.

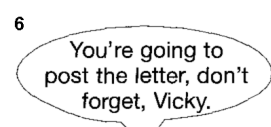
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2 

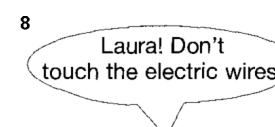
3 

4 

5 

6 

7 

8 

- 1 Sarah invited _____.
- 2 Tom agreed _____.
- 3 Matthew advised _____.
- 4 Mike apologized _____.
- 5 Tom suggested _____.
- 6 Rachel reminded _____.
- 7 Mr Atkins admitted _____.
- 8 Trevor warned _____.

4 Report the sentences. They were all spoken last week. Use the verbs in brackets.

- 1 Anna to Janet: Don't forget to sign the form. (remind)
Anna _____.
- 2 Robert: What time will the office close this evening? (ask)
Robert _____.
- 3 A policeman to Christopher: Stop shouting. (tell)
A policeman _____.
- 4 Tessa: It was me. I ate all the cake yesterday. (admit)
Tessa _____.
- 5 Adrian: I'm sorry I was rude. (apologize)
Adrian _____.
- 6 Simon to Susan: Would you like to join me for lunch? (invite)
Simon _____.
- 7 Martin to Nancy: Did someone ring you an hour ago? (ask)
Martin _____.
- 8 Peter: I really must leave. (insist)
Peter _____.