

Revision -> UUT 10

- 1** Choose the correct form of the verbs in italics.
- If the economy *declines* / *will decline*, prices fall.
 - We can deliver on time if we *send* / *will send* the goods by air.
 - If James *was* / *would be* younger, he would be a good candidate for the post.
 - I *had* / *would have* attended the conference if I hadn't been so busy.
 - If we *predicted* / *had predicted* the problem, we might have prevented it.
 - I'll / *I'd* tell you what happened on condition you don't pass it on.
 - We *agree* / *would agree* to renew the contract provided that the price remained the same.
 - Unless we *increase* / *will increase* sales, we're going to make a loss.
- 2** Write conditional sentences with the verbs in the correct form to express the meaning given in brackets at the end.
- If the weather (be) good, we (sell) more. (cause and effect)
 - We (finish) the work on time if we (recruit) ten more people. (unlikely situation)
 - We (finish) the work on time if we (recruit) ten more people. (analyse the past)
 - If there (be) an alternative method, we (do) it another way. (hypothetical)
 - Please (inform) us immediately if you (change) your mind. (likely situation)
 - If there (be) any more changes to the schedule, we (enforce) the penalty clauses. (unlikely situation)

Revision -> UUT 11

- 1** Choose the correct future form in italics to complete the sentences.
- Don't phone me on Friday morning - I'll be *interviewing* / *have interviewed* till lunchtime.
 - We'll be *spending* / *have spent* all of our budget before the end of the project.
 - The technical problems will *have been solved* / *be solving* by the time you start your call.
 - Do you think you'll *have done* / *be doing* the same job five years from now?
 - She'll *have stayed* / *be staying* at the Olympia Hotel in a week's time.
- 2** Change the underlined verb phrases to an appropriate future form where necessary.
- We'll have to postpone the negotiation - I won't be receiving the documents by the time we are scheduled to meet.
 - Let me check her diary. She'll have been meeting the CEO on Tuesday morning, but she's free all afternoon.
 - In an hour's time, we'll just be arriving at the exhibition hall.
 - It's an excellent product but they won't have made any profit for at least three years because the parts are so expensive.
 - What time will the meeting have started?
 - Head office isn't going to be happy when you tell them that the contract has fallen through.
 - The price of our shares is possibly falling in the next quarter if we don't stop the current decline in productivity.
 - In January of next year I'll be working here for ten years.

Revision -> UUT 13

1 What do the words in italics refer to?

Memo: All buying department personnel

Our customer liaison unit recently conducted a survey into customer satisfaction and found that there had been a significant increase in complaints. ¹This allows us to focus on particular areas that customers are unhappy with and provides us with valuable information. Although a number of areas were highlighted, it appears that delivery times and quality of materials are the two main problems.

²The former was largely due to the relocation of warehouse facilities and has now been resolved; ³the latter is more complex and will require urgent discussions of supplier contracts.

⁴These will take place over the next two to three weeks.

Key personnel in the buying department may be required to attend emergency meetings or to rearrange existing schedules. ⁵Such disruption will be kept to a minimum.

Thank you for your co-operation in this matter.

Revision -> Unit 14 / 2

1 Put commas in the sentences where a relative clause is more likely and decide whether to use *that* or *which* or *whether* either is possible.

- The number of internet users which/that is growing daily shows no sign of decreasing.
- He gave me the data which/that I based my decision on.
- The presentation which/that went on far too long didn't give us any new information.
- The report which/that I'm working on at the moment is very complex.
- Ella told us about a new survey which/that she read about recently.
- The statistics which/that are often wrong suggest that sales may have fallen.

2 Choose the correct linking word(s) in *italics*.

- I'll phone you *until* / *as soon as* we get back.
- They were giving the presentation *when* / *once* the power failed.
- By the time* / *Until* we get the exact figures, there's no point in discussing it.
- He'll make his decision *once* / *by the time* we have looked at all the data.
- I want the team briefed *by the time* / *until* the CEO arrives.

Revision -> Unit 14 / 2

1 Complete the sentences with these linking words.

although in order to since so that whereas

- _____ it will take more time, I think we should carry out a thorough survey.
- _____ we need to attract more staff, salaries need to be competitive.
- We are proposing training for all staff _____ improve efficiency.
- We need to set up a monitoring system _____ we can check progress.
- Managers have flexible working hours _____ production staff do not.

2 Choose the correct linking word(s) in *italics* to complete each sentence.

- We need to update computers in the accounts department and, *similarly* / *on the other hand*, in the personnel department.
- Fosters have updated their technology and, *in spite of that* / *as a result*, they are more competitive.
- We are understaffed and, *consequently* / *in addition*, everyone has to work harder.
- Last year we were celebrating success: this year, *what's more* / *in contrast*, we have seen decline.

3 Choose the correct linking word(s) in *italics* to complete each sentence.

- Owing to / *Despite* the increase in oil prices, we have to cut back on fuel consumption.
- In spite of* / *Due to* our best efforts, the situation has not improved.
- I have no doubt that this accident was as a result of / *due to* carelessness.
- In spite of* / *Despite* increased interest in our products, sales have remained low.

Revision -> Unit 15

1 Report each sentence, starting with the phrases in brackets.

- 'The office will be too crowded if we have two more staff.'
(People felt ...)
- 'Can you please take care of the accounts?'
(I've asked Tim ...)
- 'Can you please remember to send your reports in by next Friday?'
(The Chair reminded everybody ...)
- 'We heard the alarm at 10pm last night.'
(Witnesses reported ...)
- 'Would you like to present the figures at the meeting tomorrow?'
(Joy suggested ...)
- 'The engineers haven't repaired the equipment yet.'
(He admitted ...)

2 Choose a reporting verb from the list to report what John said.

- deny offer ask agree refuse
- 'Shall I draw up a list of potential suppliers?'
 - 'Why hasn't the project been completed?'
 - 'I'm not going to fund your travel expenses.'
 - 'I didn't take the documents out of the office.'
 - 'You're right - it's too early to decide.'

Revision → UNIT 8

1 Choose the correct adjective or adverb in italics to complete the email.

Hi Gerald

Thought you'd like to hear about our planning meeting yesterday. At first the meeting was quite ¹*bored / boringly / boring* but then Kjeld from the Copenhagen office arrived. He was ²*interestingly / interested / interesting* in the relocation plans, but Monique insisted that the information was ³*confident / confidentially / confidential*. They started having a ⁴*live / alive / lively* discussion that soon became a ⁵*heating / heated / heatedly* argument. It wasn't a very ⁶*produced / productive / productively* way to spend the entire meeting. Perhaps Monique reacted too ⁷*strong / stronger / strongly* to the situation. A more ⁸*diplomatic / diplomatically / diplomat* response might have worked better.

2 Correct the mistakes in each sentence.

- 1 We've been terrible busy for the last two weeks.
- 2 It was a meeting remarkably interesting.
- 3 It's usual the chairperson who opens the meeting.
- 4 It was a hardly lesson to learn.
- 5 The ideas were unimaginative and totally bored.
- 6 That idea is complete brilliant!

Revision → UNIT 9

1 Choose the best word or phrase in brackets to make each sentence more emphatic. Write it in the correct place in the sentence.

- 1 I agree that it's the best decision. (totally / highly)
- 2 It is a tricky situation and we need to proceed with care. (outstanding / the utmost)
- 3 This is a question which we need to address. (complete / fundamental)
- 4 Now is not the right time to invest. (definitely / significantly)
- 5 Winning this contract is important. (absolutely / vitally)

2 Rewrite the sentences to make them more emphatic. Use the words in brackets.

Example We need better customer service. → It is better customer service that we need.

- 1 It is surprising that nothing has gone wrong. (What ... is ...)
- 2 He has a great business idea and the funds to develop it. (Not only ... but also)
- 3 We can arrive at our goal by planning well. (Only)
- 4 You shouldn't start manufacturing until you have obtained a patent. (On no account)
- 5 We didn't realise that our competitors were developing the same product. (Little)