

## UNIT 3

### Key to Exercise 1

- 1 boring
- 2 interested
- 3 confidential
- 4 lively
- 5 heated
- 6 productive
- 7 strongly
- 8 diplomatic

### Key to Exercise 2

- 1 We've been terribly busy ...
- 2 It was a remarkably interesting meeting
- 3 It's usually the chairperson ...
- 4 It was a hard lesson to learn.
- 5 ... and totally boring
- 6 That idea is completely brilliant!

## UNIT 10

### Key to Exercise 1

- 1 declines
- 2 send
- 3 was
- 4 would have
- 5 had predicted
- 6 I'll
- 7 would agree
- 8 increase

### Key to Exercise 2

- 1 is ... sell
- 2 would finish ... recruited
- 3 would have finished ... had recruited
- 4 was ... would do
- 5 inform ... change
- 6 were ... would enforce

## UNIT 14

### Key to Exercise 1 (most likely)

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

### Key to Exercise 2

- 1 as soon as
- 2 when
- 3 Until
- 4 once
- 5 by the time

## UNIT 9

### Key to Exercise 1

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

### Key to Exercise 2

- 1 What is surprising is that nothing has gone wrong.
- 2 Not only does he have a great business idea but also the funds to develop it.
- 3 Only by planning well can we arrive at our goal.
- 4 On no account should you start manufacturing until you have obtained a patent.
- 5 Little did we realise that our competitors were developing the same product.

## UNIT 11

### Key to Exercise 1

- 1 be interviewing
- 2 have spent
- 3 have been solved
- 4 be doing
- 5 be staying

### Key to Exercise 2

- 1 I won't have received
- 2 She's meeting / She'll be meeting
- 3 correct (we'll just have arrived is also possible)
- 4 they won't make / they're not going to make
- 5 does the meeting start / is the meeting starting / is the meeting going to start
- 6 correct (won't be happy is also possible)
- 7 will fall / is possibly going to fall / may fall / might fall / could fall
- 8 I'll have worked / I'll have been working

## UNIT 14

### Key to Exercise 1

- 1 although
- 2 since
- 3 in order to
- 4 so that
- 5 whereas

### Key to Exercise 2

- 1 similarly
- 2 as a result
- 3 consequently
- 4 in contrast

### Key to Exercise 3

- 1 Owing to
- 2 In spite of
- 3 due to
- 4 Despite

## UNIT 15

### Key to Exercise 1

- 1 People felt (that) the office would be too crowded if they had two more staff.
- 2 I've asked Tim to take care of the accounts.
- 3 The Chair reminded everybody to send their reports in by the following Friday.
- 4 Witnesses reported hearing the alarm at 10pm the night before.
- 5 Joy suggested (that) I present/presented the figures at the meeting the next day.
- 6 He admitted (that) the engineers hadn't repaired the equipment yet.

### Key to Exercise 2

- 1 John offered to draw up a list of potential suppliers.
- 2 John asked why the project hadn't been completed.
- 3 John refused to fund their/my travel expenses.
- 4 John denied taking the documents out of the office.
- 5 John agreed that it was too early to decide.

## UNIT 13

### Key to Exercise 1

- 1 This = the survey (+ what we found out)
- 2 The former = delivery times
- 3 the latter = quality of materials
- 4 These = discussions
- 5 Such disruption = disruption caused by emergency meetings and rearrangement of existing schedules