

## TASK 1

### **POSE/PRESENT, UNDERMINE, EARN, WAX, ADJUST, FUND, ESTABLISH**

1. Sometimes it's difficult to \_\_\_\_\_ trust and \_\_\_\_\_ good business relationships in this country.
2. Please \_\_\_\_\_ the pace of your delivery to reflect what the audience is used to.
3. He was \_\_\_\_\_ lyrical in a classroom on what happens in a business environment without having the first hand experience himself.
4. In India more and more people will have to start working early and \_\_\_\_\_ their own education due to increasingly higher education costs.
5. The arrival of big multinational companies is \_\_\_\_\_ virtues such as loyalty, hierarchy and discipline.
6. These \_\_\_\_\_ a mortal threat to the country's continued expansion.

### **SEE, FILE FOR, STAVE OFF, WRITE OFF, JACK IN, PRESIDE OVER**

7. The company \_\_\_\_\_ collapse last year thanks to a restructuring in banks and bondholders agreed to \_\_\_\_\_ most of the company's debt.
8. The year 2005 \_\_\_\_\_ a massive decrease in investment activity.
9. Yesterday they \_\_\_\_\_ bankruptcy protection.
10. The Czech Republic \_\_\_\_\_ the EU now.
11. He \_\_\_\_\_ his job and became self-employed.

### **DECLARE, TAP OUT, MINIMIZE, BIND, TOUT FOR, SOLICIT FOR, TAP INTO, BE RENOWNED, WHIP UP, GO**

12. Sometimes consultants resort to using risky strategies like \_\_\_\_\_ business from clients in whose offices they're currently working.
13. Anybody can set up their own business and \_\_\_\_\_ work.
14. The professional code will \_\_\_\_\_ the chances of an assignment \_\_\_\_\_ wrong.
15. Members of this institute \_\_\_\_\_ a professional code of conduct.
16. Traditional sources of revenue have been kartely \_\_\_\_\_. There is an urgent need to find new alternatives.
17. Companies try to \_\_\_\_\_ investors' enthusiasm with ambitious growth plans.
18. This company \_\_\_\_\_ its ability to \_\_\_\_\_ new areas of growth.
19. In 2000 the company reported a mammoth loss and \_\_\_\_\_ bankruptcy.

## TASK 2

1. These issues set the stage for communication difficulties and potential \_\_\_\_\_. /UNDERSTAND/
2. It's the most \_\_\_\_\_ and \_\_\_\_\_ book on the issue. /COMPREHEND, AUTHORITY/
3. These are all ripe areas for \_\_\_\_\_ and irritation. /INTERPRET/

4. The \_\_\_\_\_ made a few serious mistakes in the speech \_\_\_\_\_./LECTURE, DELIVER/
5. This is not a tax-\_\_\_\_\_ item. /DEDUCT/
6. She didn't manage to finish the research so the impact of her work will be \_\_\_\_\_. /SIGNIFY/
7. Allow the other person to finish her/his \_\_\_\_\_ or \_\_\_\_\_ without interrupting. /RESPOND, CONTRIBUTE/
8. It's been \_\_\_\_\_ talking to you. /PLEASE/
9. The \_\_\_\_\_ are having an \_\_\_\_\_ meeting with their line managers. /APPRAISE, APPRAISE/
10. The university won \_\_\_\_\_ from other \_\_\_\_\_ education \_\_\_\_\_. /RECOGNISE, PRESTIGE, PROVISION/
11. We talked in strict \_\_\_\_\_ about the issue. This is a sensitive matter. /CONFIDE/
12. Instructors become \_\_\_\_\_ and mentors. /FACILITATE/
13. We need to improve the \_\_\_\_\_ of the board to shareholders. /ACCOUNT/
14. One effect of \_\_\_\_\_ in the industry has meant that it is now not \_\_\_\_\_ for companies to purchase from any one source. /DEREGULATE, OBLIGE/
15. Choose your words \_\_\_\_\_. A \_\_\_\_\_ word can lose you \_\_\_\_\_. /CARE, USE, CREDIBLE/
16. They are \_\_\_\_\_ and feel \_\_\_\_\_ about why calls are recorded. /HOSTILITY, SUSPECT/
17. Here is some \_\_\_\_\_ feedback. /REPRESENTATION/
18. We have \_\_\_\_\_ our larger rivals. /CONSISTENT, PERFORM/
19. The position is for four months to cover \_\_\_\_\_leave. /MOTHER/
20. He is our most \_\_\_\_\_ consultant. /KNOW/
21. They stopped using it \_\_\_\_\_. /GRADE/
22. He specializes in \_\_\_\_\_ planning. /SUCCEED/
23. Mr Smith's \_\_\_\_\_, Mr Simpson decided to diversify into electrical \_\_\_\_\_. /SUCCEED, APPLY/
24. They are not going to be granted any \_\_\_\_\_. /CONCEDE/
25. It was an example of \_\_\_\_\_. /CONTRACT, FAIL/
26. Written contracts should also include fees and \_\_\_\_\_. /DELIVER/
27. The problem is the test can draw \_\_\_\_\_, \_\_\_\_\_ or even damaging \_\_\_\_\_. /ACCURACY, LEAD, CONCLUDE/
28. The market is becoming \_\_\_\_\_. /INCREASE, COMPETE/
29. They have the cheek to ask for huge fees for \_\_\_\_\_ work. /STANDARD/
30. Finding a new source of \_\_\_\_\_ is very difficult. /GROW/
31. Was it \_\_\_\_\_ that caused Swissair's \_\_\_\_\_ and baggage handling to \_\_\_\_\_, hurting business, and its \_\_\_\_\_ in the

- world's more \_\_\_\_\_ airlines to prove an \_\_\_\_\_  
drag on its finance? /DISTRACT, PUNCTUAL, WORSE, INVEST, MARGIN, ADD/  
32. Companies are moving away from large \_\_\_\_\_ of scale. /ECONOMICS/  
33. Unfortunately he is very \_\_\_\_\_ to get the job. There are other  
excellent\_\_\_\_\_. /LIKE, APPLY/  
34. You need to put \_\_\_\_\_ on important words. /EMPHASIZE/  
35. Send them a second \_\_\_\_\_ letter. /REMIND/