

A. Figure out expressions the following definitions refer to:

1. a piece of work that must be completed, especially as part of a long project
2. the instructions that a person is given explaining what their job is and what their duties are
3. a product, an idea, etc. that earns a lot of money

B. Complete the sentences with correct forms of the following verbs; some verbs are not used:

TOUT, SOLICIT, CRIPPLE, PARE, INCLUDE, CONCLUDE, KEEP, ASSUME, RESTATE, ADVERTISE

1. If I were you, I wouldn't _____ the fact that you don't have a work permit.
2. The court _____ responsibility for the girl's welfare.
3. He's busy _____ his client's latest book around London's literary agents.
4. The training budget has _____ to a minimum.
5. They send representatives abroad _____ for business.

C. Complete each sentence with a word made from the word given in brackets.

1. The industry remains _____ competitive. (FIERCE)
2. The bank has to make provision for ¥480 billion in _____ loans. (RECOVER)
3. He's totally _____ as a source of information (RELY)
4. The recession has caused many companies to _____. (INVESTMENT)
5. Statistical graphs may be _____ and misleading. (ACCURACY)

D. Translate the following expressions from Czech into English.

1. být ochotný učinit ústupky v dalším kole jednání –
2. věnovat velkou pozornost přesnosti měření –
3. uspokojit očekávání a potřeby zákazníka –
4. přiložit dodací list a odeslat fakturu –
5. přilákat absolventy do konkurenčního odvětví –
6. důmyslné postupy pro posouzení a jmenování konzultantů –
7. kompromis mezi zvýšenou produkcí a snížením kvality –

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