

Pozn. The original exercises are found in the Manual.

REVISION EXERCISES U1-12

1. Verbs

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

1. Sometimes it's difficult to **earn** trust and **establish** good business relationships in this country.
2. Please **adjust** the pace of your delivery to reflect what the audience is used to.
3. He was **waxing** 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 **fund** their own education due to increasingly higher education costs.
5. The arrival of big multinational companies is **undermining** virtues such as loyalty, hierarchy and discipline.
6. These **pose/present** a mortal threat to the country's continued expansion.

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

7. The company **staved off** collapse last year thanks to a restructuring in banks and bondholders agreed to **write off** most of the company's debt.
8. The year 2005 **saw** a massive decrease in investment activity.
9. Yesterday they **filed for** bankruptcy protection.
10. The Czech Republic **is presiding over** the EU now.
11. He **jacked in** 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 **touting for** business from clients in whose offices they're currently working.
13. Anybody can set up their own business and **solicit for** work.
14. The professional code will **minimize** the chances of an assignment **going** wrong.
15. Members of this institute **are bound by** a professional code of conduct.
16. Traditional sources of revenue have been largely **tapped out**. There is an urgent need to find new alternatives.
17. Companies try to **whip up** investors' enthusiasm with ambitious growth plans.
18. This company **is renowned for** its ability to **tap into** new areas of growth.
19. In 2000 the company reported a mammoth loss and **declared** bankruptcy.

2. Wordformation

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

4. The **lecturer** made a few serious mistakes in the speech **delivery**. /LECTURE, DELIVER/
5. This is not a tax-**deductible** item. /DEDUCT/
6. She didn't manage to finish the research so the impact of her work will be **insignificant**. /SIGNIFY/
7. Allow the other person to finish her/his **response** or **contribution** without interrupting. /RESPOND, CONTRIBUTE/
8. It's been **pleasure** talking to you. /PLEASE/
9. The **appraisees** are having an **appraisal** meeting with their line managers. /APPRAISE, APPRAISE/
10. The university won **recognition** from other **prestigious** education **providers**. /RECOGNISE, PRESTIGE, PROVISION/
11. We talked in strict **confidence** about the issue. This is a sensitive matter. /CONFIDE/
12. Instructors become **facilitators** and mentors. /FACILITATE/
13. We need to improve the **accountability** of the board to shareholders. /ACCOUNT/
14. One effect of **deregulation** in the industry has meant that it is now not **obligatory** for companies to purchase from any one source. /DEREGULATE, OBLIGE/
15. Choose your words **carefully**. A **misused** word can lose you **credibility**. /CARE, USE, CREDIBLE/
16. They are **hostile** and feel **suspicious** about why calls are recorded. /HOSTILITY, SUSPECT/
17. Here is some **representative** feedback. /REPRESENTATION/
18. We have **consistently outperformed** our larger rivals. /CONSISTENT, PERFORM/
19. The position is for four months to cover **maternity** leave. /MOTHER/
20. He is our most **knowledgeable** consultant. /KNOW/
21. They stopped using it **gradually**. /GRADE/
22. He specializes in **succession** planning. /SUCCEED/
23. Mr Smith's **successor**, Mr Simpson decided to diversify into electrical **appliances**. /SUCCEED, APPLY/
24. They are not going to be granted any **concessions**. /CONCEDE/
25. It was an example of **contractual failure**. /CONTRACT, FAIL/
26. Written contracts should also include fees and **deliverables**. /DELIVER/
27. The problem is the test can draw **inaccurate, misleading** or even damaging **conclusions**. /ACCURACY, LEAD, CONCLUDE/
28. The market is becoming **increasingly competitive**. /INCREASE, COMPETE/
29. They have the cheek to ask for huge fees for **substandard** work. /STANDARD/
30. Finding a new source of **growth** is very difficult. /GROW/
31. Was it **distraction** that caused Swissair's **punctuality** and baggage handling to **worsen**, hurting business, and its **investments** in the world's more **marginal** airlines to prove an **additional** drag on its finance? /DISTRACT, PUNCTUAL, WORSE, INVEST, MARGIN, ADD/
32. Companies are moving away from large **economies** of scale. /ECONOMICS/
33. Unfortunately he is very **unlikely** to get the job. There are other excellent **applicants**. /LIKE, APPLY/
34. You need to put **emphasis** on important words. /EMPHASIZE/
35. Send them a second **reminder** letter. /REMIND/