

GRAMMAR 1

1. Rewrite the following sentences using the word in brackets. Do not change the meaning but make other changes necessary.

1. You'd better take your umbrella. It might rain. **case**
.....
2. Although he was very strong, he couldn't lift the weight. **despite**
.....
3. If you don't already have a ticket, you must queue in this line. **unless**
.....
4. What would you do if a friend asked you to lie for her? **supposing**
.....
5. Although he had lost the watch, he managed to smile. **spite**
.....

2. Put the verbs in brackets into the correct form to complete the sentences.

1. If you (learn) a foreign language before, you may find a second one easier.
2. Exams(be) not too difficult, provided you have thoroughly prepared for them.
3. If a colleague insulted me, I (complain) to my boss.
4. If you give us a flight details, we(arrange) for you to be met at the airport.
5. Imagine you (meet) the President, what would you say?

GRAMMAR II

1. Complete these sentences using the verb in brackets in the correct tense. Choose whether to use it in the active or passive form.

1. Rebecca(drive) by her chauffeur when I saw her yesterday.
2. She (become) Queen in 1952.
3. This last surviving area of rainforest (destroy) in the future, I fear.
4. The chair (break) by accident.
5. The applicants(contact) tomorrow.
6. I (wash) the car already this morning.
7. The office (just redecorate) when the water pipe burst.
8. On her birthday Margaret (give) a lot of presents.
9. I don't want to go. I (see) that film twice already.
10. Three of the sales team (sack last month) because of poor performance.

SUMMARY - TEXT UNIT3

Most organizations are 1. _____, with a number of levels, and a clear 2. _____ running from the top to the bottom. There may also be 3. _____ positions that are not integrated into the hierarchy. An inherent problem of hierarchies is that people at lower level are unable to 4. _____ important _____, but have to 5. _____ on responsibility to their boss. One solution to this problem is 6. _____ management, in which people 7. _____ to more than one superior. Another solution is 8. _____. Larger organizations are often further divided into 9. _____ divisions, each with its own functional sections. More recent organizational systems include matrix management and 10. _____, both of which combine people from different functions and keep decision-making at lower levels.

Fill in the prepositions - REVISION U1-U3

1. The US no longer depends heavy industry employment the extent that it once did. **2.** After a country's people are supplied the physical objects consumption, they go to concern their design. **3.** The Swiss have stumbled a new secret how to make low-tech products and sell them profit. **4.** They also have to communicate objectives the people responsible attaining them. **5.** If staff are trained to do their job well and they understand it, they will feel confident what they're doing, that turn will give a better service the customers, obviously Marks&Spencer's point view it could well lead increased sales. **6.** There is a clear line or chain command running the pyramid. **7.** One solution this problem is matrix management, which people report more than one superior. **8.** This is one way keeping authority lower levels. **9.** The teams split as soon as the project is successfully completed. **10.** You can be proud working a company a national or international reputation.