

A. Figure out expressions the following definitions refer to:

1. a time or date by which sth must be done or completed
2. a person who helps sb or a group of people to do sth more easily or reach an agreement about sth by discussing problems
3. a small card printed with sb's name and the details of their job and company
4. a way of solving problems or creating good ideas in which a group of people think about sth at the same time and then discuss all the suggestions

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

ASSIGN, SEEK, BOND, CONVEY, SHIFT, PUT UP WITH, HOG, EMERGE, COME UP WITH, ASSESS, MOULD, ENLIST

1. She did not wish _____ that they were all at fault.
2. I'm not going _____ their smoking any longer.
3. They hoped _____ the help of the public in solving the crime.
4. More evidence has _____ that sales growth during the holiday season was very weak.
5. The law must _____ protect the democratic rights of citizens.
6. The task _____ candidates' strengths and weaknesses.

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

1. He demands total _____ from his staff. (COMMIT)
2. The company is likely to achieve its long-term strategic _____. (OBJECT)
3. She told me _____ that she is going to retire early. (CONFIDENT)
4. We have the _____ to help you run your business. (EXPERT)
5. Interest rates on bank loans have increased _____ in recent years. (CONSIDER)

D. Fill in the gaps with a suitable preposition or adverbial, if necessary:

1. I called the office to update them ___ the day's developments.
2. I promised not to refer ___ the matter again.
3. These days we rely heavily ___ computers to organize our work.
4. The candidates' experience and qualifications will be taken ___ consideration when the decision is made.
5. What brought ___ the change in his attitude?

E. Translate the following expressions into English:

1. měřit výkonnost a oddannost –
2. stanovit základní pravidla –
3. pořádit zápis ze schůze –
4. připomínat cíle a poslání firmy –
5. být zodpovědný za poskytování zdrojů –
6. zajistit zadání práce –
7. zpětná vazba ode všech k aktuálnímu projektu –
8. probírat důvěrné záležitosti –
9. uvést řešení do praxe –
10. pracovat přes čas a dodržovat termíny –