

Unit 1 - Revision

VOCABULARY: PUBLIC SPEAKING

1 Here are some comments about presentations. Write in the missing consonant letters.

- 1 I found his _____e_____u_____e_____ very distracting.
- 2 Sorry, I don't understand this word on your _____a_____ou_____.
- 3 Your _____a_____e and _____e_____iv_____ry is a little too fast for me to follow.
- 4 Let me _____e_____a_____e that differently for you.
- 5 Begin your talk by _____ee_____i_____ people as they arrive.
- 6 I suggest you use a larger font on your _____i_____ua_____ai_____.
- 7 I often start my talks with a story or personal a _____e_____o_____e to get the audience's attention.

LANGUAGE REVIEW: IDIOMS

2 Match the two halves of these expressions. Write your answers here.

8 _____ 9 _____ 10 _____ 11 _____ 12 _____ 13 _____ 14 _____ 15 _____

- | | |
|------------------------------------|--|
| 8 Could you pop | a your mind. |
| 9 We have some new ideas to bounce | b off? |
| 10 I think this might blow | c off you. |
| 11 Tap into | d him out. |
| 12 I just can't figure | e advice from more experienced people. |
| 13 In the long | f into my office when you have a moment? |
| 14 What time does the meeting kick | g the wrong track with this? |
| 15 Are we heading down | h run it's better. |

BUSINESS SKILLS: NETWORKING

3 Re-order the words in these phrases from a conference.

- 16 did what talk you of think the?
_____?
- 17 wasn't it sort really of my thing
_____?
- 18 you to mine could a I colleague of introduce?
_____?
- 19 I'm run afraid out cards I've of business
_____?
- 20 lived have here you long?
_____?
- 21 me a Madrid if call in give you're ever.
_____?
- 22 It's to pleasure you been a talking.
_____?
- 23 you would be having interested lunch in sometime?
_____?