

Exercise 1

Daniela Straub is applying for the job of marketing assistant. She has come by car from Germany to Switzerland. Look at her CV and complete the exchanges from the beginning and the middle of the interview, by writing appropriate questions to the answers given.

Daniela Straub
Grinzingenstr. 43
D-4896 Huppingen
GERMANY

EDUCATION

1984-93 Gymnasium Huppingen
Specialised in French and English

PROFESSIONAL EXPERIENCE

Employer	Dates	Position and responsibilities
Spartia	1993-1994	Marketing Assistant: responsible for German clients. Left because no possibility of international career.
Copert	1994-	Assistant to International Marketing Director: support Director with international marketing activities, especially in England and France.

CURRENT CAREER OBJECTIVE

As there is no chance for me to progress in my present job, I would like to find a more challenging professional position and an opportunity to learn more about marketing.

- I: _____ ?
- DS: How do you do?
- I: _____ ?
- DS: Fairly quick. Not too much traffic.
- I: _____ ?
- DS: Just one and a half hours.
- I: So, I'd like to ask you about your education first.
- _____ ?
- DS: English and French.
- I: _____ ?
- DS: Yes, quite regularly in my last job at Copert.
- I: _____ ?
- DS: No, not at all. All our clients were in Germany.
- I: _____ ?
- DS: Because there was no possibility of an international career.
- I: _____ ?
- DS: Because they offered me a job in the international department.
- I: _____ ?
- DS: Because I don't think there is a chance for me to progress.
- I: _____ ?
- DS: Basically a challenge and the opportunity to learn more about marketing.

Exercise 2

Now complete the sentences from the end of the interview by putting the verbs into the correct form.

- I: OK, Ms Straub, we _____ (conduct) interviews all week for this post. In fact, I _____ (interview) eight candidates already and I _____ (see) three more today and tomorrow. After we _____ (interview) all the candidates, we _____ (make) a quick decision and _____ (let) our first choice know by the end of next week. We _____ (intend) to have the whole process finished in two weeks' time. Now, if we _____ (offer) you the job, when _____ (can) you start?
- DS: I _____ (need) to give one month's notice to my current employer and then, of course, I _____ (need) a little time to arrange a move here. Initially I _____ (can) commute.
- I: _____ (you/have) any further questions at the moment?
- DS: No, nothing else. You _____ (answer) all my questions.
- I: Well, if you _____ (think) of anything else, _____ (not hesitate) to call me.

UNIT 11

VERB ...ING versus INFINITIVE (1)

See LOBE:
Unit 13 – Verb ...ing
Unit 14 – Infinitive

Exercise 1

Underline any mistakes in the following discussion. Then correct them.

Andreas: Are we ready to begin?

Bill: Yes, let's start. To think about the agenda, my view is it won't be possible to think about every point today. We should to concentrate on the main item.

Andreas: I'm prepared agreeing, if we all think that ... it is the main item.

Cathy: The main thing, yes. Let's to concentrate on that.

Andreas: Right, that's agreed. By to leave the discussion of Crystal Brothers, we can to finish the main business.

Bill: Okay. Then I'd like to introduce the main discussion today.

Andreas: Er, yes, can I suggest to break for a coffee at 10?

Bill: Coffee! Good idea. Coffee at 10.

Cathy: Right, Andreas, it's not worth to go through the report in detail. We've all read it.

Andreas: Of course. I don't want to waste time reading it to you.

Exercise 2

Read the extract from an advertisement for Global Air, a Singapore-based airline. Choose the right form of the verb from the alternatives given.



Travelling/To travel to America?



Global Air can take/to take you to over 100 American and Latin American cities, without you or your luggage to change/changing airline on the way. Don't risk missing/to miss your connections, avoid to complicate/complicating your trip. No other airline makes to fly/flying to America such a pleasure. Travel should be fun,

Global Air makes it wonderful.

Exercise 3

Fill in the spaces in the memo below. Use the correct form of the following verbs.

persuade postpone go prepare see know

Internal Memo

Date: 10 May

From: TA

To: PF

Dear Paul,

I'd like _____ you later today. The MD has suggested _____ to Japan next week.

I'm having difficulty _____ him that we need more time _____ our presentation.

I'd appreciate _____ your views. Do you think we should _____ the trip?

Trudy

VERB ...ING versus INFINITIVE (2)

See LOBE:
Unit 13 – Verb ...ing
Unit 14 – Infinitive

Exercise 1

Look at part of a letter to shareholders about a rights issue. Fill in the spaces with the correct form of the verbs below.

raise return offer hold express recommend be invest guarantee

Vida Assurance p.l.c.
Century House
10-16 City Road
London EC1 5TF
1 August 1995

Dear Shareholder,

As you may _____ aware from reports in the national media, the Board of Directors of Vida Assurance is planning _____ extra capital from existing shareholders through a rights issue. We recommend this option as the best way _____ the long-term security of the company. It is also our belief that the offer of additional shares will be an attractive investment, and we are sure you will agree it is worth _____ extra money in the company.

As is normal with rights issues, the shares will be available at a low price, _____ an excellent investment opportunity. In _____ them to you, we believe we have both the company's best interests and yours at heart.

Of course, the Board does not wish _____ a rights issue without the support of shareholders. We invite you _____ your views on this policy at an extraordinary general meeting on 24 October at the National Exhibition Centre, or by _____ the form enclosed with this letter.

Exercise 2

Read the following extract from a report on a meeting. Fill in the spaces with the right form of the verb in brackets.

Meeting Report

Meeting: 12 March 19.., Paris.
Subject: Distribution channels
Participants: FD, HF, GF, TR, SA, MF.

Summary

The preferred route for _____ (ship) our products to Europe is by air from Tokyo to London. We have successfully used this route for seven years. _____ (use) alternative routes in the past would have required more complicated distribution arrangements. Until now, our European distribution operations have centred on the UK. _____ (change) this does not seem appropriate at the moment, but we can _____ (look at) alternatives. It is certainly worth _____ (find out) the costs of _____ (open) a new distribution centre in southern Europe. We agreed _____ (set up) a committee _____ (investigate).

UNIT 13

VERB ...ING versus INFINITIVE (3)

See LOBE:
Unit 13 – Verb ...ing
Unit 14 – Infinitive
Unit 15 – Verb ...ing or infinitive + to

Exercise 1

Underline and correct three errors in the following internal memo.

MEMO

Ref. Your enquiry on AGF Excavator

To have buy the machine would have been a mistake. We wanted that we were able to pay over three years. AGF would not permit us having this type of arrangement. We regret that we had to pull out of the deal.

Henrik.

Exercise 2

Read the discussion below about quality tests in a manufacturing company. Change the underlined phrases for one of the combinations given in the box, making any necessary grammatical changes.

try/test stop/think about recall/have stop/be
like/think go on/introduce

- Pedro: Now, about these tests. We attempted to test the product last week but the machinery was faulty so the results were unreliable.
- Bob: I remember we had a problem with this test last time.
- Pedro: If we were not so worried about tests, we would develop new products more quickly.
- Bob: On the contrary, I think it's good to know that we're very concerned about quality.
- Pedro: If you gave time to consider how much money we spend on testing, you'd be shocked.
- Bob: Not at all. So long as we continue to make new products, we'll carry on testing them.

Exercise 3

Complete the following telephone call.

- S: Good morning, SAWA Enterprises.
- A: Hello, I'd like _____ (speak) to Mr Hashimoto.
- S: Who's calling, please?
- A: Andreas Blöm, from Salzburg. I wonder if I could _____ (see) him this week?
- S: I'm sorry, Mr Hashimoto is not free this week. He tried _____ (phone) you last week but you were in New York.
- A: Yes, I'm sorry. I remember _____ (ask) him to call me, but I forgot _____ (tell) him I would be away.
- S: Perhaps I can ask him _____ (call) you as soon as he is free next week.
- A: Yes, please do. I'll look forward _____ (hear) from him.
- S: Okay. Thank you for _____ (call). We'll talk again next week.
- A: Fine. Bye for now.
- S: Goodbye.

VERB ...ING OR INFINITIVE + TO versus VERB + OBJECT + INFINITIVE

See LOBE:

Unit 15 – Verb ...ing or infinitive + to
Unit 16 – Verb + object + infinitive

Exercise 1

Read the following sentences and decide which of the given meanings is the correct one.

- During development, we stopped to think about the difficulties.
 - We stopped thinking about the difficulties and we don't think about them now.
 - For a short time, during the development, we did not think about the difficulties.
 - We did think about the difficulties during the development phase.
- I like to call customers, to check that they are happy a few weeks after buying a machine from us.
 - I think it is a good policy to check that the customer is happy.
 - I really enjoy calling customers to check that they are happy.
 - I would like to call customers, to check that they are happy.
- I was trying to contact Acorn last week.
 - I attempted to call Acorn last week.
 - I succeeded in contacting Acorn last week.
 - I did not attempt to call Acorn last week.
- I remembered to include our price list with the letter.
 - I recall putting the price list in the envelope.
 - I sent the price list with the letter.
 - I forgot to send the letter.
- We stopped to visit Mr Smith in Moscow.
 - We do not visit Mr Smith any more.
 - On a recent trip we interrupted our travels to visit Mr Smith in Moscow.
 - We did not visit Mr Smith when we were in Moscow.

Exercise 2

Make five sentences using the words in the box below. Each sentence should contain either verb + object + infinitive, or verb ...ing or the infinitive.

I asked	me	to accept	Kroll.
They allow	us	to see	a training programme.
They persuaded	him	to call	you yesterday.
I tried		running	their offer.
We suggest			a 10 per cent discount.

Exercise 3

Here is an extract from a telephone conversation. A Sales Manager is describing a meeting with a potential customer. Complete the spaces with appropriate endings from the box below.

They liked having an on-site demonstration and suggested _____ . They persuaded _____ . They wanted _____ . The last point was impossible for us. We did not expect _____ .

us to accept their payment terms

them to be so uncompromising

having the machine on trial

us to cut our price

UNIT 15

WILL, WOULD, SHALL, SHOULD (1)

See LOBE:
Unit 17 – Will and would
Unit 21 – Shall and should

Exercise 1

Here is a part of a conversation between two people about a meeting. Insert contractions where possible.

Marina: Do you think Kit will arrive during the day or in the evening?

Paul: He should be with you by mid-day.

Marina: Good. We will have lunch together. Shall I book a restaurant?

Paul: That would be nice.

Marina: Please ask him to ask for me at reception when he arrives.

Paul: I will tell him that, of course.

Marina: And tell him it would be good if he brought a copy of the Arrow report.

Paul: He should have sent it to you already.

Marina: Okay. Perhaps you would ask him to check.

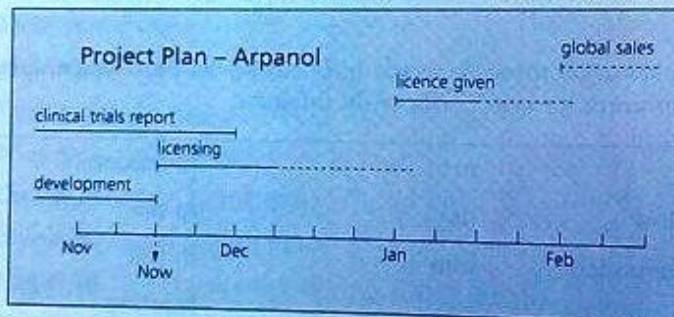
Paul: I shall do that.

Exercise 2

Chemco is a pharmaceuticals manufacturer. Here is an extract from the company newspaper about a new drug. Change the underlined parts to different verb forms using **will**, **would**, **shall** or **should**.

The development phase of Arpanol ends on Friday this week. The next phase, licensing, begins next week. The final report on clinical trials

is probably going to be finished this month. Of course we are happy to send a copy to all the laboratories who helped with the tests. The drug



is expected to be licensed by the FDA early next year and, once licensed, is going to be sold internationally. It is going to be available in liquid and tablet form.

Exercise 3

You are telling your sales team about new targets for the next season. Rewrite the sentences using **will**, **would**, **shall** or **should** as appropriate.

- I expect, in general, a 10 per cent increase on last year.
There _____ a 10 per cent increase on last year.
- If you like I can give you a written summary of the targets for each region.
_____ you a written summary of the targets for each region?
- The competition is definitely not going to be less than last year.
The competition _____ than last year.
- As a new initiative, I want you to send me a report at the end of each week.
As a new initiative, I _____.
- We did not do this last year, which was a mistake.
We _____ done this last year.
- I think, but I'm not sure, that in the urban areas we are going to have a good season.
_____ a good season in the urban areas.

WILL, WOULD, SHALL, SHOULD (2)

See LOBE:
Unit 17 – Will and would
Unit 21 – Shall and should

Exercise 1

Use **will, would, shall, should** in the following sentences.

- 1 Ask Paula for help in understanding the details of a contract.
'Paula, _____ explain the details of the contract to me?'
- 2 Offer to help Tom, a colleague, with a computing problem.
'_____, Tom?'
- 3 Tell a colleague it is probably explained in the operating manual.
'It _____ manual.'
- 4 Suggest you arrange a meeting with Agos Ltd next week.
'_____ Agos next week?'
- 5 Offer a visitor a drink.
'_____ a drink of something?'
- 6 Tell a colleague that Down Inc. rejected your request for better terms. (use 'accept')
'They _____.'
- 7 Advise a colleague to write to the supplier of a faulty machine.
'You _____.'
- 8 Suggest what should be written on a notice telling visitors to report to Security on arrival.
'All visitors _____ on arrival.'

Exercise 2

Complete the following dialogue.

'Will John arrive this morning?'
'No, _____.'
'What about later today?'
'If the trains are running on time, he _____ here after lunch.'
'Is Mary coming too?'
'No, she said she _____ this time.'
'What about next month?'
'Yes, she _____.'
'_____ I ask Henry to see John today?'
'Yes, he _____ see him, I think.'

Exercise 3

Rewrite the following dialogue using **will, would, shall or should** in every sentence.

Wilhelm: Is the packaging design going to be different from the old one?
Jake: Yes – and the machine is going to have to be modified.
Wilhelm: Do you want me to do that?
Jake: No, my advice is to get Abacus to do it. They offered to do it.
Wilhelm: Isn't that going to be expensive?
Jake: No, I don't think so.

UNIT 17

MAY, MIGHT, CAN, COULD

See LOBE:
Unit 18 – May and might
Unit 19 – Can and could

Exercise 1

Label the following as present possibility (PP), future possibility (FP), request for permission (RP), prohibition (P), ability (A).

- 1 May I use your telephone?
- 2 There may be an upturn in our overseas sales next year.
- 3 There might be delays between here and the airport.
- 4 Can you finish the study before we meet next week?
- 5 You can't telephone out with that line.
- 6 Administrative staff may not authorise payments above a certain limit.
- 7 We couldn't convince him to abandon the idea.

Exercise 2

Underline and correct any mistakes in the following interview between a journalist and a Finance Minister.

- Journalist: May I ask, Minister, are you concerned about the rise in inflation to 3 per cent?
- Minister: Naturally, but I think you can be surprised by the new unemployment figures that come out next week.
- Journalist: But, can I ask you about inflation? Might there be a further rise next month?
- Minister: Economics is not a science like physics or chemistry. It is possible, there can be a rise next month too.
- Journalist: Might you tell me, what annual inflation figure do you now expect?
- Minister: As I have said before, I mightn't make a guess on this.
- Journalist: But you are the Finance Minister!
- Minister: Yes, but may I repeat, economics is not an exact science.

Exercise 3

Read the following extract from a newspaper report on a takeover in the car industry. Change the underlined phrases to include **may, might, can or could**.

ASA job cuts threat

The takeover of ASA Autos by Dawa is likely to mean job losses at ASA's main production plants in Europe. A spokesperson for Dawa said it was too early to be certain, but some redundancies are a possibility. It is possible however that the company will increase its small car production

in Europe. Dawa are not able to meet demand for their small cars in the Far Eastern markets, so this is an obvious area where they will probably expand their activities. Industry analysts think there is a small possibility of another major takeover in the car market soon.

MAY, MIGHT, CAN, COULD, MUST, MUSTN'T, NEEDN'T

See LOBE:

Unit 18 – May and might

Unit 19 – Can and could

Unit 20 – Must, mustn't and needn't

Exercise 1

Mark the following sentences as future possibility (FP), ability (A), request for permission (RP), obligation (O), prohibition (P), logical deduction (D), no necessity (NN).

- 1 The company must expand its operations overseas.
- 2 We couldn't market Gajo in the USA as we had no export licence.
- 3 Can the Marketing Department be responsible for the licence application?
- 4 We needn't apply for an export licence for every product.
- 5 We may have problems selling the Fano range in Japan.
- 6 Could I see a copy of the report on Fano marketing in the USA?
- 7 You must have seen it already – everyone had a copy.

Exercise 2

There are six modals in the following exchange between two technicians in a food processing plant. There is a mistake with each one. Correct them.

- A: We must to check the temperature control on the mixing unit.
 B: No, we mustn't do that. It must had been checked already. It's the first thing to look at.
 A: Then it can have been faulty, because the manual check shows the temperature is too high.
 B: It can be faulty, I agree. We may check it again.

Exercise 3

Read the following fax. Change the underlined phrases putting in an appropriate form of **may, might, can, could, must, mustn't or needn't**.

date: 8 Nov time: 12.47 from: 01273 548212

Further to our telephone conversation, it is important that we develop a superior organic fertiliser suitable for use by organic horticultural concerns and fruiterers. We are in a position to do this within six months. It is not necessary to greatly increase our research budget. In the short term, it is possible that our Righton Research Laboratory will be able to send us results of tests they carried out last year. In other words, it is possible that we already have the data we need.

In any case, it is essential that we develop this product as soon as possible. It is important that we do not let our competitors have this advantage.

I am away for a few days but there is a chance that I will call you on Monday.

UNIT 19

WILL, WOULD, MAY, MIGHT, CAN, COULD, MUST, MUSTN'T, NEEDN'T, SHALL, SHOULD (1)

See LOBE:
 Unit 17 – Will and would
 Unit 18 – May and might
 Unit 19 – Can and could
 Unit 20 – Must, mustn't and needn't
 Unit 21 – Shall and should

Exercise 1

Match each of the pictures to the appropriate sentence below.



d

ARRIVALS		
Paris	AF 432	21:35
Munich	LH 338	22:00
Manchester	BA 787	22:15
Brussels	LH 856	22:20



- 1 There may be rain tomorrow over northern France.
- 2 You needn't get a visa.
- 3 We must have an export licence.
- 4 I'll be arriving from Munich at 10 o'clock.
- 5 No-one should contaminate rivers.
- 6 Sales should continue to increase.
- 7 Only top management shall read the final report.
- 8 May I smoke?

Exercise 2

Read the following memo on purchasing procedure. Imagine you are reporting on the procedures in the memo. Say what happened, in the past tense. Begin: 'Authorisation for upgrading computer capability had to be obtained, if...'

Memorandum

From: Purchasing Department

To: Heads of Department

Authorisation for upgrading computer capability must be obtained, if the costs involved are more than \$200. Staff can ask section supervisors for upgrades. Supervisors may ask for a written request. In this case, two people will together present the request. Later, they need to present a formal report on the application of the upgrade to the purchasing department.

See LOBE:

Unit 17 – Will and would

Unit 18 – May and might

Unit 19 – Can and could

Unit 20 – Must, mustn't and needn't

Unit 21 – Shall and should

Exercise 1

Here is part of an item in the company newspaper for Honey Inc, a leisure products manufacturer. Complete the text by adding the right word from the box.

can't must will will won't can
might needn't should

Honey CD Rom**a complete information resource**

We have developed a completely interactive CD-Rom package on Honey Inc. which _____ help all employees, customers and suppliers to know our company better. In fact, we _____ imagine anyone with links to Honey who _____ find the Honey CD Rom interesting and fun! With a simple-to-use format and a comprehensive Contents page, anyone _____ find the information they need. You _____ for example be interested in the history of the company, or its present exports partners, or

research projects. You _____ find updated reports on every aspect of the company's activities, from staffing to sport and leisure opportunities, from new products to new development plans. Anyone connected with Honey _____ find plenty of interest. You _____ be an expert in computing, but you _____ have access to a computer, at home or at work. The Honey CD Rom is available now, free! Send for your copy using the coupon on the back page.

Exercise 2

Look at the text from part of a leaflet enclosed with a hair and scalp treatment lotion, Dermox Gel. For each of the phrases below, make a sentence which includes a modal. The first is done as an example.

Dermox Gel

- 1 Hair and scalp treatment
- 2 Rub into the hair and scalp when dry.
- 3 Use a towel to protect the eyes during application.
- 4 Not to be used in combination with shampoos.
- 5 In some cases, irritation is possible.
- 6 If irritation occurs, see a doctor.
- 7 Do not swallow.
- 8 Dermox Gel is suitable for children over two years old.
- 9 Only one application is necessary.

Example:

- 1 Dermox Gel **should** be used for hair and scalp treatment.

Exercise 1

The words in the following career history are jumbled up. Put them into the correct order.

- 1 a born David Packer in in Manchester near small town was 1948
- 2 where was the student school primary local he he average attended an
- 3 16 age and at business first he his left of school secondary started the
- 4 with when to supply success silicon signed Regents his he first deal chips came a
- 5 21st birthday by first had he his his made million
- 6 then shops selling retailing opened moved into hifi he five equipment and
- 7 a and assembled bought central components East Far from goods he in the
the the workshop
- 8 years UK the than shops over more later he had five all 50
- 9 appliances decided diversify domestic he into other then to
- 10 when them sold shops ran outlets of many larger into his he he from competition

Exercise 2

Make 12 definitions by choosing the appropriate elements from the columns below.

- | | |
|---------------------------|---------------------|
| 1 A blue-collar worker is | 7 A homemaker is |
| 2 A colleague is | 8 A job is |
| 3 A contract is | 9 A moonlighter is |
| 4 A director is | 10 The personnel is |
| 5 A grade is | 11 A superior is |
| 6 A holiday is | 12 A supervisor is |

a company employee who	work for	several other (usually blue-collar) workers.
a legal agreement	within the structure	in a company.
a period of time	is in charge of	go to work.
someone who	of regular paid work	at home.
someone who	between	the same department or company or profession as you.
someone who	works	a manual job or in a job on the factory floor.
someone who	works in	a company.
someone who	works in	on it's Board of Directors.
someone who	when you do not have to	and another at night.
the level of a job	represents the shareholders of the company	of a company's workforce.
a position	has one job during the day	in the hierarchy of an organisation.
the total of all the people who	is above you	two people or parties.

See LOBE:
Unit 22 – Active
Unit 23 – Passive

Exercise 1

Form passive sentences from the following active sentences. Some can be put into more than one passive sentence.

- 1 The bank sends us a bank statement every month.
- 2 We study the statement very carefully.
- 3 We inform them of any mistakes.
- 4 The bank contacts us regularly to review our business.
- 5 This is likely to cause us some problems.

Exercise 2

Suggest a passive sentence for the following signs, saying what **can be**, **can't be**, **must be** or **mustn't be** done.



- | | |
|---------|---------|
| 1 _____ | 5 _____ |
| 2 _____ | 6 _____ |
| 3 _____ | 7 _____ |
| 4 _____ | 8 _____ |

Exercise 3

Put the following active sentences into the passive, making any other changes to improve the style of your final sentences.

- 1 This transparency shows the manufacture of boards.

- 2 We have always bought the rods from local suppliers.

- 3 Who checks the quality of the raw materials?

- 4 That machine there is cutting the rods into boards.

- 5 After that we must insert the components into the boards.

- 6 Last year we had to install a faster drilling machine.

- 7 We should see the benefits of faster production next year.

- 8 In five years we are going to introduce a completely new process.

UNIT 23

ACTIVE and PASSIVE (2)

See LOBE:
Unit 22 – Active
Unit 23 – Passive

Exercise 1

Choose the best clause to complete the following sentences.

- | | |
|---|---|
| <p>1 Although this book was written some years ago,</p> <p>2 Because this book is inaccurate,</p> <p>3 If it had been my decision,</p> <p>4 If you can't find the book in any bookshop,</p> <p>5 If you can find the book in London,</p> <p>6 I'm sure I saw a copy of the book, so</p> | <p>a it must have been withdrawn.</p> <p>b it should have been withdrawn years ago.</p> <p>c it can't have been withdrawn.</p> <p>d it might only have been withdrawn from some bookshops.</p> <p>e it needn't have been withdrawn from the shops.</p> <p>f it would have been withdrawn years ago.</p> |
|---|---|

Exercise 2

Complete the responses to the following statements explaining what **must have been/should have been/might have been/needn't have been/would have been/could have been** done in the following situations, using the verb in brackets. The first one has been done for you.

- We haven't received an acknowledgement for our order yet.
I apologise. The order _____ (acknowledge) by 30 June.
I apologise. The order should have been acknowledged by 30 June.
- We haven't received an invoice yet.
I'm sorry. You _____ (invoice) at the end of the month.
- We couldn't lease the company cars last year.
But the regulations have changed and _____ (lease) this year.
- I have checked this bill and we have definitely paid too much.
Yes, there's been a mistake and you _____ (over-charge).
- We thought we had to pay in advance.
Not at all, the bill _____ (pay) in advance.
- We paid the invoice by credit card.
You should have seen in our payment conditions that it _____ (pay) by cheque.
- I can't find any record of your order.
So do you think the order _____ (cancel)?
- I don't understand why we have received this delivery.
It's very simple. An order _____ (place) by someone in your organisation.
- We didn't receive the discount you offered.
To receive the discount, the goods _____ (re-order) within 30 days.

Exercise 3

Rewrite the following sentences from a legal report. Start each sentence with the underlined word(s) and make any other necessary changes. The first one has been done for you.

- We believe the defendant entered the house by climbing in through a window.
The defendant is believed to have entered the house by climbing in through a window.
- We think he brought an accomplice with him.
- We don't believe the accomplice entered the house.
- The owners reported that many items of jewellery had been stolen.
- However, we feel that the owners helped the burglar.
- We know that the owners made an exaggerated insurance claim.
- We understand that the owners left the country last week.
- We don't expect that they will return until the defendant is behind bars.

See LOBE:
Unit 24 – Be (1)
Unit 25 – Be (2)

Exercise 1

Are the following sentences right or wrong? If wrong, correct them.

- How are you keeping?
- I guess I'm just lucky, aren't I?
- The situation always is difficult at this time of year.
- Why are you being so pessimistic? Don't be.
- It's still time to change the forecast for next year.
- The prototype has been being under construction for the last six months.

Exercise 2

Complete the following quotations with an appropriate form of the verb **to be**, and **it** or **there**, where necessary.

- Business? _____ quite simple: _____ other people's money.
(Alexandre Dumas, 1824–95, French dramatist)
- _____ good in business _____ the most fascinating kind of art
Making money _____ art and working _____ art and good
business _____ the best art.
(Andy Warhol, 1928–87, US pop artist)
- Deals _____ my art form.
(Donald Trump, b. 1946, US businessman)
- Having money _____ rather like _____ a blonde.
_____ more fun but not vital.
(Mary Quant, b. 1936, British fashion designer)

Exercise 3

Complete the following extract from a newspaper article with an appropriate form of the verb **to be**, and **it** or **there**, where necessary.

_____ few people with the same charisma as Halmet Entacre. Born into a large rural family in Southern Rotaronga, _____ many occasions when the family _____ without food. Halmet soon decided that country life _____ not for him and often said, 'One day I _____ rich and famous.' But _____ not until the Second World War that _____ an opportunity to move to the capital. While he _____ working in a factory producing weapons, he _____ noticed by the owner. He _____ soon

promoted to the position of factory manager. When the war ended he started his first business exporting clothes to the West. With the West desperate to rebuild economies, _____ relatively easy to find markets for his goods. His clothing empire _____ at the forefront of the Rotarongan economy for more than 40 years now. In a recent interview, Halmet said that most of his ambitions _____ fulfilled. 'Without _____ immodest, _____ no doubt I have come a long way from my village.'

Exercise 1

Are the following sentences right or wrong? If wrong, correct them.

- 1 Can I speak with Ivan Tyler, please?
- 2 Mr Tyler has just said that he can't speak to you now.
- 3 But he told me to call him today at 11 o'clock.
- 4 He discussed with me last week about the need for a new supplier.
- 5 He told that they were dissatisfied with their present supplier.
- 6 Can you say him that I'll call back later.
- 7 I've just talked to him and he'd like you to call tomorrow.

Exercise 2

Complete the interview with Bengt Stockman, the CEO of Magnus Electronics, by using one of the following verbs in the correct tense: **say, tell, talk, speak or discuss**.

Interviewer: What _____ you _____ to your competitors who _____ of your lack of environmental concern?

Bengt: Firstly, they should _____ to the various environmental groups I support. And, secondly, they should _____ our record with the relevant governmental department.

Interviewer: And what will they _____?

Bengt: Basically, they _____ that I have always observed all the rules and regulations.

Interviewer: But that's not what your former Managing Director _____ . In a recent report he _____ of the toxic emissions from your factories.

Bengt: Please _____ him to provide us with some proof. There's not a shred of evidence of any improper practices. My position is clear. As I _____ on many occasions, we have nothing to hide. And I am happy to _____ our environmental record with the highest authorities.

Interviewer: Is it true that you _____ a reporter from the Green Lobby that you had no time for ecologists?

Bengt: Yes, but I _____ it in the context of a lot of untrue statements made in the press about my activities.

Interviewer: So, you don't deny _____ that.

Bengt: No, absolutely not.

Exercise 3

Complete the following common phrases with an appropriate verb: **say, tell, talk, speak or discuss**.

- 1 As I _____ before, ...
- 2 When we _____ about this matter last week, ...
- 3 As I _____ you before, ...
- 4 Last week they _____ that ...
- 5 When we _____ this matter last week, ...
- 6 I'd like to _____ to you again about this matter, because ...
- 7 We can _____ them to ...

VERBS of REPORTING

See LOBE:
Unit 27 – Verbs of reporting

Exercise 1

Match the following verbs of reporting on the left with their meaning on the right.

1	to agree	a	to argue forcefully
2	to deny	b	to win someone over by reason or advice
3	to promise	c	to commit oneself to do or give
4	to declare	d	to come to an understanding
5	to refuse	e	to make aware in advance of harm or danger
6	to urge	f	not to agree
7	to suggest	g	to say that something is not true
8	to warn	h	to request formally
9	to persuade	i	to propose
10	to invite	j	to state authoritatively

Exercise 2

Replace the verb **say** in the following sentences with one of the above verbs of reporting with a similar meaning. Use each verb once and make any necessary change.

- The Finance Director said with authority that the cashflow situation was very serious.
- He said that there would be problems if they didn't reduce overheads.
- They said that there had not been any unnecessary expenditure.
- He said that they were welcome to review his proposals.
- He said forcefully that they must take appropriate action.
- He said that he would review the figures before the next meeting.
- He said convincingly that he was of the same opinion as the MD that they should investigate the costs of outsourcing.
- He said that it was only reasonable that they should join the company in finding a solution.
- He said that his proposal was to reduce the workforce.
- They said that they were not willing to accept his suggestions.

Exercise 3

Complete the following extract from a letter with an appropriate verb from the box.

estimate invite inform notify
believe agree guarantee urge

Dear investor

We would like to _____ you to take part in the investment opportunity of the year. In fact we _____ you not to miss this unique chance to make your money work for you. We _____ that this is a once-in-a-lifetime investment. If you _____ to set aside a small sum every month for the next five years, we _____ a staggering 105 per cent interest at the end of the period. We _____ that this return will far outstrip the rate of inflation during the period.

If you would like to participate, please _____ us by phone or _____ us using the reply coupon.

UNIT 27

BE, HAVE, HAVE GOT, GET, MAKE and DO

See LOB
Unit 24 - Be (1)
Unit 25 - Be (2)
Unit 31 - Have, have got and ge
Unit 32 - Make versus do

Exercise 1

Two colleagues are discussing their Rotarongan subsidiary. Complete the following dialogue with an appropriate form of one of the verbs from the box.

be have have got get make do

Michael: So how _____ your trip to Rotaronga?

Jenny: In fact we _____ a very interesting time. Our subsidiary is _____ very good business at present.

Michael: How many people _____ they _____ working for them now?

Jenny: They've just _____ a recruitment drive and now there _____ exactly 32 people.

Michael: And what impression did you _____ of the new management?

Jenny: I must say I was very impressed. They certainly _____ commitment. I think they'll _____ a great success of it.

Michael: I'm glad to hear that you _____ such optimism!

Jenny: Well, yes! I'm sure they're _____ all the right things and will _____ it work.

Exercise 2

A late delivery to a customer may have serious consequences for this company. Complete the following memo to the warehouse manager with an appropriate form of **have**, **have got** or **get** and make any necessary changes in word order.

Memorandum

To: PG

From: NS

We _____ a letter from our solicitor this morning. He says that he _____ the report about the claim but he _____ problems arranging a meeting to discuss the terms. Our customers are claiming that the delivery _____ to France four weeks late. By that time they _____ not _____ any chance to complete the project on time, so they _____ in touch with their lawyers to cancel the shipment. Unfortunately, our solicitor _____ not _____ their _____

Exercise 3

Use **make** or **do** to form 12 business phrases.

- 1 We _____ a good profit from our exports.
- 2 We _____ business all over the world.
- 3 We intend to _____ an effort to reach new markets next year.
- 4 What did you _____ at university?
- 5 We will _____ the last payment next week.
- 6 We're not here to _____ a loss!
- 7 The bookkeeper will _____ the books after his holidays.
- 8 It used to be easier to _____ money.
- 9 I've got to _____ some work at the office this evening.
- 10 I hope to _____ an agreement with a local supplier.
- 11 I'm sure we can _____ well.
- 12 What do you _____ for a living?

VERB PATTERNS (1)

See LOBE:

Unit 28 – Verbs of the senses

Unit 30 – Verbs + adjectives

Unit 33 – Verb + preposition

Unit 34 – Verb + object + preposition

Unit 35 – Verb + adverb

Exercise 1

Circle the 'odd man out' in the following groups.

1 look	sound	feel	taste	eat	smell
2 look	sound	watch	see	look at	appear
3 look after	look at	look for	look forward to	look like	look up
4 look	allow	apply	hope	sound	apologise
5 prohibit	allow	prevent	stop	forbid	ban
6 look up	call off	go up	speak up	speed up	turn up

Exercise 2

A wine-producing company is reviewing its yearly sales. Complete the following extract from its presentation with appropriate forms of verbs of the senses.

If you _____ the transparency, you'll _____ that turnover has increased by 12 per cent over the last year. At first, this rise _____ very encouraging for our medium-term strategy; however, this result masks the area of overheads, which, I _____, have grown by a disproportionate amount. This is an area which we really must _____. Later today we will _____ from Paul Brown, who will discuss ways of controlling costs.

Now let's _____ the results in some specific areas. The new wine range has been well received. The verdict on the Rotarongan Chardonnay is that it _____ very fresh with just the right bouquet of fruit blossom, although some judges said it _____ a little dry. The unanimous conclusion on appearance was that it has a nice colour and _____ good in the new-style bottle. The judges were less complimentary about the advertising jingle, which they said _____ rather childish. We'll _____ it again later.

Exercise 3

Mr Zezuli is visiting a textile manufacturer. Complete the following mini-dialogues with appropriate prepositions or adverbs.

Extract 1 The Sales Manager is just preparing herself for her visitor and asks her Personal Assistant to talk to him for a few minutes.

SM: Anna, do you think you could look _____ Mr Zezuli for a few minutes?
I'll be right with him.

PA: Mr Zezuli, while you're waiting perhaps you'd like to look _____ our latest fabrics.

Z: Can I look _____ the catalogues? I'd like to see your whole product range first.

Extract 2 The Sales Manager is with Mr Zezuli.

SM: Mr Zezuli, if you'd like to look _____, we can arrange a visit to the factory. So, first I suggest that we look _____ the plant. Now, if you look _____ the window, you'll see a convoy of lorries leaving the depot.

Extract 3 The Sales Manager and Mr Zezuli are walking to the factory.

SM: In this corridor, you can see paintings of the directors. This is the present MD. I've always looked _____ her, because I think she manages the company efficiently.

Extract 4 The Sales Manager and Mr Zezuli are discussing prices.

A: I'm afraid I'm not happy with these figures. We should look _____ them in more detail.

SM: So, I hope you'll find these more acceptable.

Z: Yes, I do. So, now let's look _____ to my next visit and make some provisional plans.

SM: Yes, Mr Zezuli, I look _____ meeting you on your next visit to Rotaronga. Let's...

UNIT 29

VERB PATTERNS (2)

See LOBE:
 Unit 28 – Verbs of the senses
 Unit 30 – Verbs + adjectives
 Unit 33 – Verb + preposition
 Unit 34 – Verb + object + preposition
 Unit 35 – Verb + adverb

Exercise 1

Circle the 'odd man out' in the following groups.

1	become	fall	turn	remain	get	grow
2	allow	authorise	stop	help	permit	enable
3	amount	conform	refer	consent	forget	belong
4	comment	succeed	depend	rely	focus	concentrate

Exercise 2

Complete the following memo by selecting an appropriate verb from the list below and adding the correct preposition.

compare prevent welcome exclude help provide
 divide spend describe inform replace limit

memo

This memo is to _____ all members of the steering committee _____ the details of the next international meeting. I shall _____ you _____ a list of tasks that need to be done. We will _____ a little time _____ finalising the schedule at our next internal meeting. Unfortunately, my trip to Japan will _____ me _____ taking part in the meeting.

I think we should _____ the programme for the day _____ three parts.

The first session is to _____ our foreign guests _____ the company and to _____ our operations _____ them. As time is short, we will need to _____ this part _____ the essentials - of course without _____ any key personnel _____ the proceedings.

In the second part of the programme, we should _____ our working practices _____ those in other companies. We have already made it clear that we intend to _____ some practices _____ more modern ones and this could be a fruitful area for discussion.

Finally, we will _____ the participants _____ the more complex norms which need...

Exercise 3

Complete the following sentences with appropriate prepositions or adverbs.

- 1 Could you put me _____ _____ Helmut Brinkmayer, please?
- 2 Good morning, Mr Brinkmayer. As we are ready to proceed, I'd like to bring _____ the date of our next meeting.
- 3 We're facing some problems here. Would it be possible to put delivery _____ till next month?
- 4 We're looking for someone to put some money _____ the business.
- 5 If we can't find some extra capital, we'll have to put the business _____ for sale.
- 6 I find it very difficult to put _____ this uncertainty.
- 7 We need to make a decision today. We can't put it _____ any longer.

VERB PATTERNS (3)

See LOBE:

Unit 28 – Verbs of the senses

Unit 30 – Verbs + adjectives

Unit 33 – Verb + preposition

Unit 34 – Verb + object + preposition

Unit 35 – Verb + adverb

Exercise 1*Are the following sentences right or wrong? If wrong, correct them.*

- 1 I'm feeling very well, thanks.
- 2 Don't worry if you can't find the letter now. You can look after it later.
- 3 Did you look at that programme on the TV last night?
- 4 Petrol prices have remained steady since the early '90s.
- 5 I'll pick up you at your hotel at 7 o'clock, if that suits you.
- 6 We can discuss about the proposals over dinner.
- 7 I'll ask to my secretary to fax you the documents this afternoon.
- 8 The new investment will permit us to improve the plant.

Exercise 2*Two old colleagues meet each other at a conference. Replace the underlined verbs in the dialogue with a phrasal verb from the box below.*

turn down fill in take on put forward turn out
get away from come across give up stand for get on

Bill: Nigel! How are you doing?

Nigel: Fine, thanks, Bill.

Bill: I hear you recently stopped working for Alpha.Nigel: Yes, they rejected my application for the post of Marketing Manager.Bill: So did they employ someone from outside?Nigel: Yes, though in the end I was glad to leave Alpha. It proved to be a good move.

Bill: Really!

Nigel: While I was deciding what to do, I met an old friend from university. And he proposed a number of very interesting work ideas. And in the end I completed an ad in the paper for a franchise, called CLSS.Bill: And what does that abbreviation mean?

Nigel: Criminal Lawyer Support Services.

Exercise 3*Complete the following sentences with appropriate particles (prepositions or adverbs).*

- 1 We tried to find a replacement for Fred, but finally we decided to take him _____.
- 2 Why don't you take _____ that old sign? It looks terrible.
- 3 It's recruitment time. We are taking _____ a number of new junior managers at the moment.
- 4 That product is a real success; it has taken _____ in a big way.
- 5 We are conducting a survey. It won't take _____ more than a few minutes of your time.
- 6 We expect that BusCom will try to take us _____ in the near future.