



Exercise 1

Lesson 9

■ Choose the correct word that fits best in the space provided in the sentence.

- Q1.** It can take a company quite a while to a large number of clients.
a) plant b) accumulate c) liquidate
- Q2.** Another word we can use instead of revenue or income is
a) feedback b) figures c) turnover
- Q3.** If someone keeps you on hold on the telephone for too long it is quite reasonable to instead of carrying on waiting.
a) plummet b) hang up c) pop up
- Q4.** When a company cannot pay off their debts, they often have to go into
a) packaging b) liquidation c) wholesale
- Q5.** As an employer you expect your employees to your instructions efficiently.
a) pop up b) time frame c) carry out
- Q6.** If a company is going to use a lot of something, it makes sense for them to buy the item rather than always replacing their stock every week or so.
a) in bulk b) on the back burner c) direct cost
- Q7.** While you are at work, your boss is for your safety.
a) feedback b) liable c) liquidate
- Q8.** If the price of something is going up very quickly we can say it is
a) plummeting b) rocketing c) reselling
- Q9.** are costs that do not relate directly to production but are shared across the whole company.
a) Total costs b) Direct costs c) Indirect costs
- Q10.** It is always good to give your employees on their performance so they know where they need to improve.
a) feedback b) figures c) briefcases



Exercise 2

Lesson 10

■ Choose the correct meaning for the word given.

- | | |
|--------------------------|---|
| Q1. Network (v) | a) An arrangement that allows a company to take money directly from a person's account on an agreed date. |
| Q2. Collapse | b) A form of protest where workers do their jobs more slowly than normal in order to create problems for the management of the company. |
| Q3. Go-Slow | c) Deliver a speech to someone in order to persuade them to do something. |
| Q4. Pitch | d) The total amount of money that is paid to employees, or the administration of these payments. |
| Q5. Venture | e) The economy related to illegal trading. |
| Q6. Shortage | f) To interact with others to exchange information and develop useful contacts. |
| Q7. Black Economy | g) To achieve or complete successfully. |
| Q8. Accomplish | h) A business enterprise, typically one involving risk. |
| Q9. Payroll | i) (For the stock market) to fail suddenly and completely. |
| Q10. Direct Debit | j) Situation in which something needed cannot be obtained in sufficient amounts. |



Exercise 3

Lesson 11

■ Choose the correct word that fits in the space provided.

- Q1.** Some people choose not to for expensive items so they can spread the cost out over a long period of time.
a) commit to b) pay upfront c) wrap up
- Q2.** The price of petrol a lot due to the changing cost of oil.
a) fluctuates b) dividends c) adjourns
- Q3.** It is sometimes necessary to a meeting until a later time if something important comes up.
a) wrap up b) quarter c) adjourn
- Q4.** A is where two or more people own and run a business together and share the profits.
a) partnership b) control c) stable
- Q5.** If an employee no longer enjoys his role at a company, he may choose to
a) adjourn b) quit c) level out
- Q6.** A is someone who invests money into a business and collects a dividend quarterly or annually.
a) partnership b) shareholder c) pay upfront
- Q7.** The term means performing duties in a sufficiently thorough and careful manner.
a) outstanding b) stable c) due diligence
- Q8.** The temperature rises as we approach summer.
a) fluctuates b) gradually c) stably
- Q9.** A is another name for a lawyer.
a) solicitor b) shareholder c) controller
- Q10.** An amount of money not paid is called the amount.
a) shareholder b) outstanding c) significant



Exercise 4

Lesson 12

■ Match the words given to the correct definition.

- | | |
|--------------------------|---|
| Q1. Insolvent | a) The way in which parts of something are arranged. |
| Q2. Impersonal | b) A person or organization that contributes to the costs involved in staging an event. |
| Q3. Approach | c) Not influenced by, showing or involving personal feelings. |
| Q4. Sponsor | d) Unable to pay debts owed. |
| Q5. Summary | e) Successfully reach an agreement after a period of negotiation. |
| Q6. Customer Base | f) An established or official way of doing something. |
| Q7. Layout | g) The state of being bankrupt. |
| Q8. Close a Deal | h) A way of dealing with a situation or problem. |
| Q9. Bankruptcy | i) People who repeatedly purchase the goods or services of a business. |
| Q10. Procedure | j) A brief statement or account of the main points of something. |



Exercise 5

Lesson 13

■ Choose the word that fits best in the space provided in the sentence.

- Q1.** involves coordinating where transport, equipment and people need to be organised.
a) auditing b) logistics c) delegating
- Q2.** We made a decision to go to the beach.
a) logistical b) confidential c) spontaneous
- Q3.** There was a decision from everyone involved to make John the new president of the company.
a) unanimous b) deadlock c) gross
- Q4.** The letter was marked and was only for the eyes of the CEO.
a) inspection b) confidential c) appraisal
- Q5.** is a good way of trying to come up with new solutions for a problem.
a) delegating b) updating c) brainstorming
- Q6.** An is a formal inspection of a company's accounts, records and procedures.
a) audit b) ballot c) appraisal
- Q7.** It is difficult to reach a when there is a large group of people with very different opinions.
a) guideline b) consensus c) provision
- Q8.** A worker's gross income, minus any taxes and other deductions leaves them with their income.
a) net b) accounts c) consensus
- Q9.** When an employee is completely with work, it might help to delegate some of it to another person.
a) spontaneous b) snowed under c) forward
- Q10.** It is usually quite easy to or update new software these days.
a) thread b) mark-up c) install



Exercise 6

Lesson 14

■ Match the word or phrase to the correct meaning.

- | | |
|-----------------------------|---|
| Q1. Equity | a) Funds and liquid assets put aside for future expenses. |
| Q2. Bearish | b) A product that uses the newest and best technology and design. |
| Q3. Reserves | c) Forced to close because of a lack of money. |
| Q4. Go bust | d) Offer goods or services at a lower price than a competitor. |
| Q5. Copyright | e) A thing that motivates or encourages someone to do something. |
| Q6. Put back | f) To move something to a later time. |
| Q7. Reference | g) The value of what we own minus any outstanding liabilities. |
| Q8. Incentive | h) The legal right to print, publish or perform a piece of artistic material. |
| Q9. State-of-the-art | i) A market with falling share prices. |
| Q10. Undercut | j) A letter from a previous employer. |



Exercise 7

Lesson 15

■ Choose the correct word that will best fit in the space given.

- Q1.** An asset is an asset that isn't a physical thing, such as copyrights and knowledge.
a) tangible b) intangible c) low-tech
- Q2.** A for a job is an applicant that the company has decided is worth interviewing.
a) subsidiary b) benchmark c) candidate
- Q3.** When a product is no longer useful or it has been superseded by another, sales will usually
a) decline b) inject c) shortlist
- Q4.** The business that is owned and controlled by a parent company is called a
a) child company b) subsidiary c) candidate
- Q5.** A worker usually has to a superior in the company.
a) start-up b) decline c) report to
- Q6.** The letters AGM stand for
a) Allied Generic Multinational b) Acquired Global Monopoly c) Annual General Meeting
- Q7.** Something that has a known value or quality, which is used for comparison is called a
a) intangible b) base rate c) benchmark
- Q8.** A precise description of how a business intends to make money is called their
a) business model b) rat race c) benchmark
- Q9.** The four stages in a product's life cycle are: Introduction, Growth, and Decline.
a) competitive b) maturity c) tangible
- Q10.** The few people who are considered good candidates for a job opening are put on a
a) subsidiary b) rat race c) shortlist



Exercise 8

Lesson 16

■ Choose the meaning that best fits the words given.

- | | |
|-------------------------|--|
| Q1. Confirmation | a) The thing you give to your boss telling him you are leaving your job. |
| Q2. Subsidize | b) A legal entity separate from the people who run a business. |
| Q3. Hard Copy | c) A person who buys goods from producers and sells them to retailers or consumers. |
| Q4. Query | d) A telephone service providing help with problems. |
| Q5. Lease | e) An accessible store of money kept by an organization for expenditure on small items. |
| Q6. Helpline | f) Pay part of the cost of producing (something) to keep the selling price low. |
| Q7. Corporation | g) Verification or final proof of something. |
| Q8. Middleman | h) Printed copy of information from a computer. |
| Q9. Petty Cash | i) A contract in which one party gives land, property, services, etc. to another for a specified time, usually in return for a periodic payment. |
| Q10. Notice | j) A question, especially one expressing doubt or requesting information. |



Exercise 9a

Lesson 17

- Choose the word or phrase that best fits in the space provided in the sentence.

- Q1.** Another way to say that a business was established in 2001 is to say the business was in 2001.
a) headhunted b) featured c) founded
- Q2.** The care and maintenance of the environment should be a objective for the government.
a) short-term b) long-term c) core hours
- Q3.** Many people when they enter business want to climb the
a) corporate ladder b) corporation tax c) manpower
- Q4.** A company always wants to engender in the community as it will help their brand to gain and keep loyal customers.
a) valuation b) goodwill c) manpower
- Q5.** If a company wants to expand into different locations around the country and the world, they often choose to set up in these places.
a) stakeholders b) outsources c) franchises
- Q6.** Some of the things that can set one product apart from its competitors are different and reliability.
a) capacities b) features c) valuations
- Q7.** My friend Joan has a degree in Physics.
a) Master b) Master's c) MBA
- Q8.** Owners of a business should be more concerned with the of their workers than most currently are.
a) manpower b) assembly c) welfare



Exercise 9b

Lesson 17

- Q9.** When a new employee starts in a company it is common for a more experienced worker to before they get thrown in the deep end.
- a) give them core hours b) show them the ropes c) climb the corporate ladder
- Q10.** A company might choose to some work if it is too difficult for them or they have too much other work to do.
- a) outsource b) headhunt c) feature



Exercise 10

- Choose one of the following words and put them into the correct sentence. You may need to change the form of some words.

hang up

pitch

budget

pop-up

liable

go slow

plunge

briefcase

network

in bulk

- Q1.** We have to try and resolve this issue before the workers decide to organize a
- Q2.** I can't get rid of all these! It's really annoying. I can hardly work without being interrupted by an advertisement.
- Q3.** Oh no! I've left my on the train. I'll have to see if someone took it to the lost property office.
- Q4.** Let's try and buy the ingredients this time. I think it'll be more cost-effective.
- Q5.** Have you finished the for our new project yet?
- Q6.** I know you don't feel up to it, but this will be a valuable opportunity to do some
- Q7.** We've spent a lot of time brainstorming and I think we are finally ready to the idea to our partners.
- Q8.** Sales have this month. Hopefully we'll see an increase once we lower our prices.
- Q9.** How rude –he just on me.
- Q10.** I don't know if he is legally for the delay; the situation was out of his control.



Exercise 11

■ Write sentences using the following vocabulary:

Q1. Small talk

.....

Q2. Feedback

.....

Q3. Cost-effective

.....

Q4. Delegate

.....

Q5. Headhunt

.....

Q6. Incentive

.....

Q7. Corporate ladder

.....

Q8. Tailor-made

.....

Q9. Reference

.....

Q10. Patent

.....



Exercise 12a

- Correct the sentences below (*i.e.* they may be missing a word or a word may need to be changed or taken out of the sentence entirely, the tense may be wrong, etc.)

Q1. Lets put up back the meeting to next week; there are quite a few things to do before then.

Q2. If we create something artistical we can apply for a patents to protect our idea.

Q3. A intangible asset is a actual physical thing, for example a building or a vehicle.

Q4. We can maintain both meetings esimultaneously. That way we can save time and go home earlier.

Q5. He made it onto the shortlist and is going for to be interview next Monday.

Q6. Can you help John with the ropes as he is a bit incertain about how to proceed.



Exercise 12b

Q7. I'm afraid we don't have the necessary menpowers –we need to outsource.

Q8. Can you prepare a flipschart for the meeting to make the presentation more effective?

Q9. Perhaps if our aftersales service was more good we can improve brand loyals.

Q10. We need to put the pressure up on our boss; this treatment is unacceptable.



Exercise 13a

- Change the following sentences using an idiom, phrasal verb or word from the stage with the same meaning. You may have to edit the statements slightly so that they make grammatical sense. (That is, omit or add a word where necessary.)

Q1. When a company accumulates large debts and cannot pay them off within an agreed time frame, it may have to **(sell all its assets)**.

Q2. In the healthcare industry, the **(period of time)** for product development is usually long.

Q3. **(A business enterprise in which two or more companies enter a temporary partnership)** may limit some of the risk involved in starting a new product.

Q4. We should consider introducing a **(popular article that is sold at a very low price or at a loss)** for the purpose of attracting customers to our store.

Q5. The workers have been very unhappy for a while now and they have decided to **(work slower than usual)** and in doing so decrease productivity.



Exercise 13b

Q6. Clients are required to pay **(immediately)**; we are not able to provide credit.

Q7. We **(finished)** the meeting ahead of schedule and so we could go home early.

Q8. A company can be declared **(bankrupt)** when its liabilities are greater than its assets.

Q9. Please **(inform me)** if there are any changes; then I can modify the agenda accordingly.

Q10. Let's try to gain market share by **(charging less than)** our competitors.



Exercise 14

- Fill in the gaps by choosing a word from the box below. Remember to put the verbs into the correct tense where necessary.

to rocket

to weaken

to go down

to recover

to peak at

to fall

to surge

to boost

to soar

to decrease

- Q1.** The Euro has after last week's heavy trading.
- Q2.** The weaker dollar should also exports.
- Q3.** Shares yesterday afternoon and then fell again suddenly.
- Q4.** The cost of bringing up a child has by over a third in the past five years.
- Q5.** house prices make it difficult for first-time buyers to buy a house.
- Q6.** Costs have as a result of increasing oil prices.
- Q7.** Prices have by 10%.
- Q8.** The cost of living is
- Q9.** To our advantage, property prices are again this month.
- Q10.** The pound has against the dollar.



Exercise 1

Lesson 9

■ Choose the correct word that fits best in the space provided in the sentence.

- Q1.** It can take a company quite a while to **accumulate** a large number of clients.
- Q2.** Another word we can use instead of revenue or income is **turnover**.
- Q3.** If someone keeps you on hold on the telephone for too long it is quite reasonable to **hang up** instead of carrying on waiting.
- Q4.** When a company cannot pay off their debts, they often have to go into **liquidation**.
- Q5.** As an employer you expect your employees to **carry out** you instructions efficiently.
- Q6.** If a company is going to use a lot of something, it makes sense for them to buy the item **in bulk** rather than always replacing their stock every week or so.
- Q7.** While you are at work, your boss is **liable** for your safety.
- Q8.** If the price of something is going up very quickly we can say it is **rocketing**.
- Q9.** **Indirect costs** are costs that do not relate directly to production but are shared across the whole company.
- Q10.** It is always good to give your employees **feedback** on their performance so they know where they need to improve.



Exercise 2

Lesson 10

■ Choose the correct meaning for the word given.

Q1. Network (v)

f) To interact with others to exchange information and develop useful contacts.

Q2. Collapse

i) (For the stock market) to fail suddenly and completely.

Q3. Go-Slow

b) A form of protest where workers do their jobs more slowly than normal in order to create problems for the management of the company.

Q4. Pitch

c) Deliver a speech to someone in order to persuade them to do something.

Q5. Venture

h) A business enterprise, typically one involving risk.

Q6. Shortage

j) Situation in which something needed cannot be obtained in sufficient amounts.

Q7. Black Economy

e) The economy related to illegal trading.

Q8. Accomplish

g) To achieve or complete successfully.

Q9. Payroll

d) The total amount of money that is paid to employees, or the administration of these payments.

Q10. Direct Debit

a) An arrangement that allows a company to take money directly from a person's account on an agreed date.



Exercise 3

Lesson 11

■ Choose the correct word that fits in the space provided.

- Q1.** Some people choose not to **pay upfront** for expensive items so they can spread the cost out over a long period of time.
- Q2.** The price of petrol **fluctuates** a lot due to the changing cost of oil.
- Q3.** It is sometimes necessary to **adjourn** a meeting until a later time if something important comes up.
- Q4.** A **partnership** is where two or more people own and run a business together and share the profits.
- Q5.** If an employee no longer enjoys his role at a company, he may choose to **quit**.
- Q6.** A **shareholder** is someone who invests money into a business and collects a dividend quarterly or annually.
- Q7.** The term **due diligence** means performing duties in a sufficiently thorough and careful manner.
- Q8.** The temperature **gradually** rises as we approach summer.
- Q9.** A **solicitor** is another name for a lawyer.
- Q10.** An amount of money not paid is called the **outstanding** amount.



Exercise 4

Lesson 12

■ Match the words given to the correct definition.

Q1. Insolvent

d) Unable to pay debts owed.

Q2. Impersonal

c) Not influenced by, showing or involving personal feelings.

Q3. Approach

h) A way of dealing with a situation or problem.

Q4. Sponsor

b) A person or organization that contributes to the costs involved in staging an event.

Q5. Summary

j) A brief statement or account of the main points of something.

Q6. Customer Base

i) People who repeatedly purchase the goods or services of a business.

Q7. Layout

a) The way in which parts of something are arranged.

Q8. Close a Deal

e) Successfully reach an agreement after a period of negotiation.

Q9. Bankruptcy

g) The state of being bankrupt.

Q10. Procedure

f) An established or official way of doing something.



Exercise 5

Lesson 13

■ Choose the word that fits best in the space provided in the sentence.

- Q1. Logistics** involves coordinating where transport, equipment and people need to be organised.
- Q2.** We made a **spontaneous** decision to go to the beach.
- Q3.** There was a **unanimous** decision from everyone involved to make John the new president of the company.
- Q4.** The letter was marked **confidential** and was only for the eyes of the CEO.
- Q5. Brainstorming** is a good way of trying to come up with new solutions for a problem.
- Q6.** An **audit** is a formal inspection of a company's accounts, records and procedures.
- Q7.** It is difficult to reach a **consensus** when there is a large group of people with very different opinions.
- Q8.** A worker's gross income, minus any taxes and other deductions leaves them with their **net** income.
- Q9.** When an employee is completely **snowed under** with work, it might help to delegate some of it to another person.
- Q10.** It is usually quite easy to **install** or update new software these days.



Exercise 6

Lesson 14

■ Match the word or phrase to the correct meaning.

Q1. Equity

g) The value of what we own minus any outstanding liabilities.

Q2. Bearish

i) A market with falling share prices.

Q3. Reserves

a) Funds and liquid assets put aside for future expenses.

Q4. Go bust

c) Forced to close because of a lack of money.

Q5. Copyright

h) The legal right to print, publish or perform a piece of artistic material.

Q6. Put back

f) To move something to a later time.

Q7. Reference

j) A letter from a previous employer.

Q8. Incentive

e) A thing that motivates or encourages someone to do something.

Q9. State-of-the-art

b) A product that uses the newest and best technology and design.

Q10. Undercut

d) Offer goods or services at a lower price than a competitor.



Exercise 7

Lesson 15

■ Choose the correct word that will best fit in the space given.

- Q1.** An **intangible** asset is an asset that isn't a physical thing, such as copyrights and knowledge.
- Q2.** A **candidate** for a job is an applicant that the company has decided is worth interviewing.
- Q3.** When a product is no longer useful or it has been superseded by another, sales will usually **decline**.
- Q4.** The business that is owned and controlled by a parent company is called a **subsidiary**.
- Q5.** A worker usually has to **report to** a superior in the company.
- Q6.** The letters AGM stand for **Annual General Meeting**
- Q7.** Something that has a known value or quality, which is used for comparison is called a **benchmark**.
- Q8.** A precise description of how a business intends to make money is called their **business model**.
- Q9.** The four stages in a product's life cycle are: Introduction, Growth, **Maturity** and Decline.
- Q10.** The few people who are considered good candidates for a job opening are put on a **shortlist**.



Exercise 8

Lesson 16

■ Choose the meaning that best fits the words given.

Q1. Confirmation

g) Verification or final proof of something.

Q2. Subsidize

f) Pay part of the cost of producing (something) to keep the selling price low.

Q3. Hard Copy

h) Printed copy of information from a computer.

Q4. Query

j) A question, especially one expressing doubt or requesting information.

Q5. Lease

i) A contract in which one party gives land, property, services, etc. to another for a specified time, usually in return for a periodic payment.

Q6. Helpline

d) A telephone service providing help with problems.

Q7. Corporation

b) A legal entity separate from the people who run a business.

Q8. Middleman

c) A person who buys goods from producers and sells them to retailers or consumers.

Q9. Petty Cash

e) An accessible store of money kept by an organization for expenditure on small items.

Q10. Notice

a) The thing you give to your boss telling him you are leaving your job.



Exercise 9

Lesson 17

■ Choose the word or phrase that best fits in the space provided in the sentence.

- Q1.** Another way to say that a business was established in 2001 is to say the business was **founded** in 2001.
- Q2.** The care and maintenance of the environment should be a **long-term** objective for the government.
- Q3.** Many people when they enter business want to climb the **corporate ladder**.
- Q4.** A company always wants to engender **goodwill** in the community as it will help their brand to gain and keep loyal customers.
- Q5.** If a company wants to expand into different locations around the country and the world, they often choose to set up **franchises** in these places.
- Q6.** Some of the things that can set one product apart from its competitors are different **features** and reliability.
- Q7.** My friend Joan has a **Master's** degree in Physics.
- Q8.** Owners of a business should be more concerned with the **welfare** of their workers than most currently are.
- Q9.** When a new employee starts in a company it is common for a more experienced worker to **show them the ropes** before they get thrown in the deep end.
- Q10.** A company might choose to **outsource** some work if it is too difficult for them or they have too much other work to do.



Answers

Exercise 10

- Choose one of the following words and put them into the correct sentence. You may need to change the form of some words.

hang up

pitch

budget

pop-up

liable

go slow

plunge

briefcase

network

in bulk

- A1.** We have to try and resolve this issue before the workers decide to organize a **go slow**.
- A2.** I can't get rid of all these **pop-ups**! It's really annoying. I can hardly work without being interrupted by an advertisement.
- A3.** Oh no! I've left my **briefcase** on the train. I'll have to see if someone took it to the lost property office.
- A4.** Let's try and buy the ingredients **in bulk** this time. I think it'll be more cost-effective.
- A5.** Have you finished the **budget** for our new project yet?
- A6.** I know you don't feel up to it, but this will be a valuable opportunity to do some **networking**.
- A7.** We've spent a lot of time brainstorming and I think we are finally ready to **pitch** the idea to our partners.
- A8.** Sales have **plunged** this month. Hopefully we'll see an increase once we lower our prices.
- A9.** How rude –he just **hung up** on me.
- A10.** I don't know if he is legally **liable** for the delay; the situation was out of his control.



Exercise 11

■ Write sentences using the following vocabulary:

A1. Small talk

He hates small talk, but he knows how important it is.

A2. Feedback

His boss's positive feedback left him feeling motivated.

A3. Cost-effective

I don't believe this is the most cost-effective option.

A4. Delegate

Delegate some of these task if you are feeling snowed under.

A5. Headhunt

I think it is worth headhunting him.

A6. Incentive

We need to give them an incentive, otherwise they'll take forever to finish.

A7. Corporate ladder

He managed to climb the corporate ladder after just a few months.

A8. Tailor-made

We can definitely charge more because out products are tailor-made.

A9. Reference

I was asked for a reference letter, but I don't know who to ask.

A10. Patent

We are still waiting for our patent to be approved.



Exercise 12

- Correct the sentences below (i.e. they may be missing a word or a word may need to be changed or taken out of the sentence entirely, the tense may be wrong, etc.)

A1. Lets put *up back* the meeting to next week; there are quite a few things to do before then.

Let's put back the meeting to next week; there are quite a few things to do before then.

A2. If we create something *artistical* we can apply for a *patents* to protect our idea.

If we create something artistic we can apply for a patent to protect our idea.

A3. A *intangible* asset is a actual physical thing, for example a building or a vehicle.

A tangible asset is an actual physical thing, for example a building or a vehicle.

A4. We can *maintain* both meetings *esimultaneously*. That way we can save time and go home earlier.

We can hold both meetings simultaneously. That way we can save time and go home earlier.

A5. He made it onto the shortlist and is going for to be interview next Monday.

He made it onto the shortlist and is going to be interviewed next Monday.

A6. Can you *help* John with the ropes as he is a bit *incertain* about how to proceed.

Can you show John the ropes as he is a bit uncertain about how to proceed.

A7. I'm afraid we don't have the necessary *menpowers* –we need to outsource.

I'm afraid we don't have the necessary manpower –we need to outsource.

A8. Can you prepare a *flipschart* for the meeting to make the presentation more effective?

Can you prepare a flipchart for the meeting to make the presentation more effective?

A9. Perhaps if our aftersales service was *more good* we *can* improve brand *loyals*.

Perhaps if our aftersales service was better we could improve brand loyalty.

A10. We need to put the pressure *up* on our boss; this treatment is unacceptable.

We need to put pressure on our boss; this treatment is unacceptable.



Exercise 13

- Change the following sentences using an idiom, phrasal verb or word from the stage with the same meaning. You may have to edit the statements slightly so that they make grammatical sense. (That is, omit or add a word where necessary.)

A1. When a company accumulates large debts and cannot pay them off within an agreed time frame, it may have to *(sell all its assets)*.

When a company accumulates large debts and cannot pay them off within an agreed time frame, it may have to **go into liquidation**.

A2. In the healthcare industry, the *(period of time)* for product development is usually long.
In the healthcare industry, the **timeframe** for product development is usually long.

A3. *(A business enterprise in which two or more companies enter a temporary partnership)* may limit some of the risk involved in starting a new product.

A joint venture may limit some of the risk involved in starting a new product.

A4. We should consider introducing a *(popular article that is sold at a very low price or at a loss)* for the purpose of attracting customers to our store.

We should consider introducing a **loss leader** for the purpose of attracting customers to our store.

A5. The workers have been very unhappy for a while now and they have decided to *(work slower than usual)* and in doing so decrease productivity.

The workers have been very unhappy for a while now and they have decided to **organize a go-slow** and in doing so decrease productivity.

A6. Clients are required to pay *(immediately)*; we are not able to provide credit.

Clients are required to pay **upfront**; we are not able to provide credit.

A7. We *(finished)* the meeting ahead of schedule and so we could go home early.

We **wrapped up** the meeting ahead of schedule and so we could go home early.

A8. A company can be declared *(bankrupt)* when its liabilities are greater than its assets.
A company can be declared **insolvent** when its liabilities are greater than its assets.

A9. Please *(inform me)* if there are any changes; then I can modify the agenda accordingly.

Please **give me a heads up** if there are any changes; then I can modify the agenda accordingly.

A10. Let's try to gain market share by *(charging less than)* our competitors.

Let's try to gain market share by **undercutting** our competitors.



Answers

Exercise 14

- Fill in the gaps by choosing a word from the box below. Remember to put the verbs into the correct tense where necessary.

to rocket

to weaken

to go down

to recover

to peak at

to fall

to surge

to boost

to soar

to decrease

- A1. The Euro has **recovered** after last week's heavy trading.
- A2. The weaker dollar should also **boost** exports.
- A3. Shares **peaked** yesterday afternoon and then fell again suddenly.
- A4. The cost of bringing up a child has **rocketed** by over a third in the past five years.
- A5. **Soaring** house prices make it difficult for first-time buyers to buy a house.
- A6. Costs have **surged** as a result of increasing oil prices.
- A7. Prices have **gone down** by 10%.
- A8. The cost of living is **decreasing**.
- A9. To our advantage, property prices are **falling** again this month.
- A10. The pound has **weakened** against the dollar.