

# Review 1

## Language check

### Present simple and continuous

Complete the sentences with the appropriate form of the present simple or continuous.

- 1 She is the director of a company which (manufacture) \_\_\_\_\_ biotech drugs.
- 2 Her day (start) \_\_\_\_\_ at 8 am.
- 3 She usually (not / finish) \_\_\_\_\_ until late in the evening.
- 4 Right now the company (look) \_\_\_\_\_ for a new CEO.
- 5 It (take) \_\_\_\_\_ longer than they thought it would.
- 6 They (know) \_\_\_\_\_ that choosing the right person is critical.
- 7 The company (go) \_\_\_\_\_ through a difficult time at the moment.
- 8 We (not / move) \_\_\_\_\_ into our new offices until next year.

### Articles

Complete the text with either a definite or indefinite article or no article at all ( $\emptyset$ ).

1 \_\_\_\_\_ 'Learn to Lead' seminar and workshop provides 2 \_\_\_\_\_ senior management staff with 3 \_\_\_\_\_ excellent opportunity to learn and apply 4 \_\_\_\_\_ very latest leadership techniques: techniques that have been developed and tested in 5 \_\_\_\_\_ wide variety of challenging business environments and which have yielded 6 \_\_\_\_\_ exciting insights into business leadership.

### Future forms

Complete the sentences with an appropriate future form.

- 1 The press launch (take) \_\_\_\_\_ place at 9:30 on Friday morning.
- 2 I've tried reconnecting the computer but I'm afraid it just (not / work) \_\_\_\_\_.

- 3 Jane has just told me that she (leave) \_\_\_\_\_ the company.
- 4 Can I help you with that? I (sort) \_\_\_\_\_ it out in no time.
- 5 We (have) \_\_\_\_\_ lunch at the Thai restaurant. Why don't you join us?
- 6 I don't care whose fault it is. I just want to know what you (do) \_\_\_\_\_ about it.
- 7 We (launch) \_\_\_\_\_ the new corporate identity on 27 May.
- 8 Leave it with us. We (get) \_\_\_\_\_ back to you as soon as we can.

### Consolidation

Underline the correct forms of the words in *italics*.

## PHILIPS

Philips, with almost \$30bn in annual sales, is one of <sup>1</sup>  $\emptyset$  / *the* Europe's biggest corporations. It not only <sup>2</sup> *is producing* / *produces* billions of light bulbs and lamps every year but it also <sup>3</sup> *is supplying* / *supplies* TV tubes to almost 20 per cent of <sup>4</sup>  $\emptyset$  / *the* world's TV manufacturers. But there is one thing the Philips consumer products group <sup>5</sup> *isn't doing* / *doesn't do*: and that's make <sup>6</sup> *a* / *the* profit. Gerard Kleisterlee, the newly appointed CEO, is about to change all that. Kleisterlee has introduced <sup>7</sup> *the* / *a* series of changes to streamline the way the company operates; centralising business processes, selling off unprofitable subsidiaries and focusing research on <sup>8</sup>  $\emptyset$  / *the* innovative new products. In the USA he <sup>9</sup> *delivers* / *is delivering* an ultimatum: either its consumer division <sup>10</sup> *starts* / *is starting* to make money or it <sup>11</sup> *will* / *is going to* have to be closed. In Europe Philips <sup>12</sup> *builds* / *is building* a new hi-tech HQ, which it hopes <sup>13</sup> *is going to* / *will* facilitate flexibility and networking. All of this will be essential if the company <sup>14</sup> *is going to* / *will* produce the results that its shareholders expect. But Kleisterlee is optimistic; he believes his vision of Philip's future <sup>15</sup> *will* / *is going to* guide the company back to profitability.

## Vocabulary check

**1** Put the words in the correct groups.

forecasts delegate entrepreneur subordinate  
threat shareholder authority producer  
hierarchy supervise growth planning  
opportunity task subsidiary

companies	leadership	strategy

**2** Now use the words to complete the text.

Viviane Rowland is the managing director of a small company, Tristar Laminates, which she founded with a group of fellow <sup>1</sup> \_\_\_\_\_ in June 2000. Together they had successfully identified a business <sup>2</sup> \_\_\_\_\_ to produce fibreglass components for the marine industry. Initially the three founders were the only <sup>3</sup> \_\_\_\_\_ in the company but it soon became clear that they would need extra capital. They eventually managed to convince a local businessman to invest £50,000 in exchange for 30 per cent of the company. Since then Tristar's <sup>4</sup> \_\_\_\_\_ has been spectacular and Viviane now <sup>5</sup> \_\_\_\_\_ a staff of 18 people and an operation with half a million pounds in sales. <sup>6</sup> \_\_\_\_\_ for the future is the immediate problem that the company has to face. At the moment production is carried out in a factory that has become too small but finding an alternative site is not an easy <sup>7</sup> \_\_\_\_\_. 'This industry is a dangerous one for small <sup>8</sup> \_\_\_\_\_ like ourselves who only have limited resources,' Viviane says, 'and when we make a strategic decision like this we can't afford to get it wrong.'

## Career skills

### Talking about your job

Match the sentence halves.

- 1 She reports to ...
  - 2 I'm responsible for ...
  - 3 My job involves ...
  - 4 I work for ...
- a a team of five software developers.
  - b a lot of planning and negotiating.
  - c a small consulting firm.
  - d the director of human resources.

### Getting things done

Put the dialogue in the correct order.

- a I'm really getting behind with that new proposal. I'll never get it done on time.
- a I've got too many other things to do. I don't suppose you could give me a hand with it?
- a It'd be great if you could have a look at the prices and check my figures.
- b That's fine. I'll do that today. Anything else?
- b Sure, what exactly can I do to help?
- b Is that the one for the Spanish office? What seems to be the problem?

### Short presentations

Match the sentence halves.

- 1 Finally I'd just like to say ...
  - 2 On this next slide ...
  - 3 I'll discuss ...
  - 4 That brings me ...
- a you'll see how this has affected our performance.
  - b each of these points in more detail later.
  - c to the last part of this talk.
  - d how much I've enjoyed making this presentation.