

Business Elementary

Unit 10: Teamwork



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Unit 10: Grammar reference and Homework



1. Complete the email with the words from the list.

decisions - ideas - solutions - problems - in a team - meetings

Send

Subject: My new job!

Hi Alex,

My new job's great – I'm so glad I moved departments. In this job, we work 1. _____. I'm the assistant to the technicians who find 2. _____ for our customers. I don't make 3. _____ or solve 4. _____, but it's my job to tell the team about changes and new systems. Sometimes I attend 5. _____ where we work together to develop 6. _____ for the future. It makes a nice change to be part of a team.

How's your job?

2. Complete the sentences, then find the words in the word search.

- At the brainstorming meetings we _____ ideas for marketing campaigns.
- I called the Helpdesk because I had a _____ problem.
- I usually _____ a meeting every Monday.
- It was a _____ decision to close the company.
- Lenny had some _____ ideas for the team-building weekend.
- Our bosses want us to _____ solutions to our clients' problems.

- Robert must _____ the right decisions so the project doesn't cost more money.
- The company doesn't allow Internet surfing – that's HR's _____ decision.
- We have more ideas when we _____ in a team.
- We have ten urgent orders and there's a transport strike – we don't know how to _____ the problem.

I	G	H	L	F	F	D	L	J	A
H	V	E	U	X	E	I	A	O	U
W	B	E	E	V	W	F	N	H	E
X	Q	K	E	Z	A	F	I	D	Q
U	A	L	Z	E	C	I	F	G	Y
M	O	X	F	E	S	C	D	O	U
P	W	O	R	K	V	U	R	O	H
D	N	E	T	T	A	L	T	D	B
B	V	J	J	U	W	T	O	I	L
N	I	P	T	S	W	U	G	S	Y

1. Complete the conversation with the expressions from the list.

Do you think – I think – My opinion – What do you think – Yes, I agree

A: 1. _____ about our new ad?

B: 2. _____ it's the best one so far.

A: 3. _____.

B: 4. _____ the photo is big enough?

A: Oh yes, but in 5. _____, the logo should be smaller.

2. Put the words in *italics* in the correct order to continue the conversation from 1.

B: *I / agree / don't* 1. _____. The logo is the most important thing. I like the colors of the packaging – *opinion / your / what's* 2. _____?

A: *not / I'm / sure / so* 3. _____.

B: *I / we / should / think* 4. _____ make the packaging more interesting with the same colors.

A: *true / That's* 5. _____. It's not the most attractive box for such a great product.

3. Underline the correct words in *italics* to complete the conversations.

1.

A: What's your opinion?

B: *That's true. / Well, I think ...*

2.

A: I think we should change suppliers.

B: *What do you think? / I'm not so sure.*

3.

A: I don't think that's a good idea.

B: *I disagree. / In my opinion.*

4.

A: What do you think?

B: *That's true. / In my opinion, ...*

5.

A: In my opinion, it's a waste of time.

B: *I think we should. / Yes, I agree.*

4. Correct the mistakes in 1-5.

1. What you think? _____

2. That true. _____

3. Do think our company is the best? _____

4. I not so sure. _____.

5. My opinion, we should stop production. _____

GRAMMAR REFERENCE

Superlatives

Form

One-syllable adjectives (also some two-syllable adjectives)

Adjectives ending in a consonant: add *-est* *fast*

→ *the fastest*

Adjectives ending in *-e*: add *-st*

wide → *the widest*

Adjectives ending in a vowel + consonant: double the consonant and add *-est*

big → *the biggest*

Adjectives ending in *-y*: replace the *-y* with *-iest*

easy → *the easiest*

Long adjectives – two syllables or more

Put *the most* or *the least* **before** the adjective. The adjective doesn't change.

difficult → *the most difficult*

expensive → *the least expensive*

Irregular adjectives

good → *the best*

bad → *the worst*

Remember: **the** is always used before the superlative. Alternatively, a possessive form can be used instead of *the*.

*This is **our** smallest factory.*

Use

Use superlatives to describe the maximum or minimum.

*John's idea was good. Ingrid's idea was better. But, of the three, Ling's idea was **the best**.*

1. Complete the conversation with the superlative form of the adjectives in brackets.

A: We need to book the hotel. We’ve got a few to choose from. Which one do you think is **1.** _____ (good)?
B: Well, the Meridian is **2.** _____ (easy) to get to, and it’s **3.** _____ (modern).
A: Yes, but it’s also **4.** _____ (expensive).
B: True, but this is a very important event. Price isn’t **5.** _____ (important) thing. The Meridian has **6.** _____ (high) quality service, **7.** _____ (big) meeting room and **8.** _____ (wide) choice of food.
A: OK, let’s book it.

2. Put the adjectives from the list in the correct row 1-13 in the table and then add their superlative forms.

fast - bad - big - easy - expensive - friendly - good - high - nice - old - small - up-to-date - wide

Adjective	Superlative
	+ -est
1. <u>fast</u>	<u>the fastest</u>
2.	
3.	
4.	
	+ -st
5.	
6.	
	double consonant + -est
7.	

Adjective	Superlative
	y + -iest
8.	
9.	
	most +
10.	
11.	
	irregular
12.	
13.	

3. Tick(✓) the correct sentence, a or b.

1. **a.** The Japanese manufacturer provides the highest-quality service in our field.
b. The Japanese manufacturer provides the most highest-quality service in our field.
2. **a.** I think Fanny has the goodest marketing idea.
b. I think Fanny has the best marketing idea.
3. **a.** My mobile phone is the most up-to-date I could find.
b. My mobile phone is the most up-to-datest I could find.
4. **a.** Our competitor is the biggest company in the market.
b. Our competitor is the biggest company in the market.
5. **a.** That was the mostest important decision of my life.
b. That was the most important decision of my life.
6. **a.** That Internet provider is the most expensive, but offers the bestest service.
b. That Internet provider is the most expensive, but offers the best service.

Asking for an opinion

- *What do you think?*
- *What’s your opinion?*
- *Do you think ...?*

Giving an opinion

- *In my opinion ...*
- *I think ... / I don’t think ...*
- *I think we should ...*

Agreeing

- *Yes, I agree.*
- *That’s true.*

Disagreeing

- *I disagree / don’t agree.*
- *I’m not so sure.*

Answer Keys

Working with words

1.

1. in a team

2. solutions

3. decisions

4. problems

5. meetings

6. ideas
2.

1. discuss

2. serious

3. attend

4. difficult

5. creative

6. find

7. make

8. take

9. important

10. work

11. solve

Business communication

1.

1. What do you think

2. I think

3. Yes, I agree

4. Do you think

5. my opinion
2.

1. don’t agree

2. What’s your opinion

3. I’m not sure

4. I think we should

5. That’s true
3.

1. Well, I think

2. What do you think?

3. I disagree.

4. That’s true.

5. Yes, I agree.

- 4.
1. What do you think?

2. That’s true.

3. Do you think our company is the best?

4. I’m not so sure.

5. In my opinion, we should stop production.

Language at work

1.

1. the best

2. the easiest

3. the most modern

4. the most expensive

5. the most important

6. the highest

7. the biggest

8. the widest
2.

	Adjective	Superlative
1	fast	the fastest
2	nice	the nicest
3	small	the smallest
4	wide	the widest
5	old	the oldest
6	high	the highest
7	big	the biggest
8	easy	the easiest
9	friendly	the friendliest
10	expensive	the most expensive
11	up-to-date	the most up-to-date
12	bad	the worst
13	good	the best

- 3.
1. a

2. b

3. a

4. b

5. b

6. b