

Business Advanced

Unit 8: Performance



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Unit 8: Grammar reference and Homework



Working with Words

1. Complete the text with the verbs from the list and an appropriate preposition. Change the form of the verbs if necessary.

have - make - see - gain - take - feel

Name: Allan Reed
Job: Researcher, Biotechnology, Droidtech Ltd.

What inspired your interest in biotechnology and working for Droidtech Ltd.?
I've always had a passion for science, but what brought me to Droidtech Ltd. was knowing that the work I'd do would

1. _____ a difference _____ people's lives.

What do you like about working for Droidtech Ltd.?
The people, the research, the culture, the whole environment! The company has 2. _____ recognition, and awards, _____ its overall performance as a company and its workplace culture. It offers an environment that supports both teamwork and individual initiative - so I 3. _____, _____ the research I want to do.

I 4. _____ part _____ an incredibly talented team of people who 5. _____ pride _____ the products they produce.

People are very supportive of each other, and the benefits that the company offers are so generous that I don't

6. _____ a future _____ myself anywhere else.

2. Choose the correct verbs in *italics* and the prepositions in **bold**.

- 1. Getting this job allowed me to *support* / *turn* my dreams of working with endangered species **into** / **of** a reality.
- 2. It's an established company which *supports* / *takes* pride **in** / **of** its good track record of developing innovative new products.
- 3. Listening is fundamental in *building* / *making* **on** / **up** rapport with people.
- 4. Moving our sales office to America *connected* / *opened* **to** / **up** more market opportunities for us.
- 5. Our research *made* / *provided* us **to** / **with** a competitive advantage by allowing us to react quickly to market trends.
- 6. Our team's passion for delivering top-quality products *provides* / *unites* us **for** / **in** a common cause.
- 7. The company I work for *inspires* / *provides* opportunities **for** / **into** developing our areas of specific interest in the industry.
- 8. The secret to success is to offset the need to work with *striving* / *reaching* **at** / **for** a healthy work-life balance.

Answer key	
1.	2.
1. make + a difference to	1. turn + into
2. gain + recognition for	2. takes pride + in
3. have + a say in	3. building + up
4. take + part in	4. opened + up
5. feel + pride in	5. provided + with
6. see + a future for	6. unites + in
	7. provides + for
	8. striving + for

1. Complete this presentation with the phrases from the list.

- I think you should be aware
 - the first thing is
 - just like to outline
 - a good point
 - remember exactly
- we are at the moment
 - I'll get back to you
 - have to admit that
 - it would be a good idea if I...

Ashton: Could you explain the opportunities available for students at DHN?

Cecilia: Sure. Where **1.** _____ is, we've just completed designing the introductory programmes for students. These include two programmes that allow students to understand the business from the inside out. I'd **2.** _____ the key features of these. Perhaps **3.** _____ could elaborate on the main opportunities available for graduates. So... **4.** _____, our Intern Programme provides hands-on experience during the summer break. We're looking for candidates with strong leadership and communication skills.

Ashton: Does it matter which year of their degree they are currently in?

Cecilia: That's **5.** _____. They must have finished their second year of study.

Ashton: Are they required to be pursuing a specific degree?

Cecilia: I can't **6.** _____, but the majority of opportunities are geared towards students in business and technical fields. Moving on to the next point, we also have a Co-op Programme, which alternates between school and work semesters, allowing students to gain hands-on experience and try out concepts learned in the classroom.

Ashton: Excellent...

Cecilia: And **7.** _____ for students living at least 40 miles away from the work location, we offer an accommodation allowance at the start of each work term.

Ashton: What about academic performance? Are you specifically looking for top achievers?

Cecilia: Well, we mainly seek individuals who can collaborate effectively with others. I **8.** _____ that grades are, of course, important. Let me confirm the exact requirements and **9.** _____.

2. Correct the one mistake in each sentence.

1. I think really this is an important point.
_____.

2. You're quite right, we need to address this question.
_____.

3. I can check double if you like?
_____?

4. I don't have the exact figures, but what if I summarize?
_____?

5. I think that's covering everything.
_____.

6. You'll appreciate that I still need to run that by the board.
_____.

7. I'd like to be able to tell you more, but I'm afraid...
_____.

Answer key	
1.	2.
1. The first thing is	1. I really think this is an important point.
2. Just like to outline	2. You're quite right; we need to address this question.
3. A good point	3. I can double-check if you like?
4. We are at the moment	4. I don't have the exact figures, but what if I summarize?
5. I think you should be aware	5. I think that covers everything.
6. Have to admit that	6. You'll appreciate that I still need to run this by the board.
7. It would be a good idea if...	7. I'd like to be able to tell you more, but I'm afraid...
8. I'll get back to you	
9. remember exactly	

Using questions

Yes/no questions

Yes/no questions can be answered with **yes** or **no**. They usually begin with an auxiliary verb or **be**, followed by the subject. It is usually impolite to reply with just **yes** or **no**. Extra words are necessary for politeness, and giving extra, more detailed information is often appropriate.

- *Is **this** the final report? ~ **Yes**, after double-checking all the data, we're confident it is.*

Wh- questions

Wh- questions ask for specific information about people, places, etc., and begin with **what**, **where**, **when**, **why**, **how**, **which**, **how many**, etc.

- ***Why did you** choose to specialize in this field? ~ Because it aligns with my career goals.
Why do you ask?*

Indirect questions and modals in questions

1. In indirect questions, unlike with standard questions, there is no inversion of subject and auxiliary.

- *I'd like to know **how much time the project will take**.*

2. Modal verbs are also used to make a question less direct.

- ***Would** you say that you're comfortable with this schedule? (= Are you comfortable with this schedule?)*
- ***May** I ask if you'd be willing to take on the new role?*
- ***Could** I check whether you've completed the necessary forms?*

Other ways of asking questions

1. A statement can sometimes have the function of a question. In writing, this is shown by a question mark. In speaking, there is a rise in intonation.

- *And you worked on the marketing strategy before moving to sales? ~ Yes, that's correct.*

2. Particularly in speech, we can sometimes use parts of statements to similar effect.

- *And your previous experience? ~ I worked in HR for three years.*

Question tags

1. We can follow a statement with a question tag (inverted subject and auxiliary) to check or confirm information, or check that the person we are talking to agrees with or understands us. A positive statement has a negative tag, and vice versa.

- *They'll submit the report by tomorrow, **won't they**?*
- *It isn't going to take too long, **is it**?*

It is possible to have a positive tag after a positive statement, to express a reaction to something you have just heard, for example.

- *And you're satisfied with the progress, **are you**?*

Functions of questions

Beyond asking for information, questions can have a range of functions. We can use them:

1. To check that the audience is following/understands

- *It's not, is it, a matter of confusion, but rather of clarity. Do you agree?*

2. To set up/introduce a subject which you then explain

- *What are the key challenges for the next quarter? Well, to begin with, we plan to...*

3. To give yourself time to think, or to give the audience a pause in concentration

- *And then, umm, how should I phrase this? Well, we've decided to proceed with...*

4. To challenge what someone has said

And you honestly think this approach will yield results, don't you?

~ Well, it's expected to improve outcomes in the long run.

5. To lead someone towards a specific point of view

- *That might not be the best approach, don't you think?*
- *Don't you agree that collaborating would be more effective?*

1. Put the words in *italics* in the correct order to form questions.

1. _____

A: *say / would / many / you / have / you / weaknesses / about*

B: I have some, but I always try to overcome them.

2. _____

A: *position / know / I'd / like / you / attracted / this / what / to / to*

B: Well, the company's strong reputation stands out, and I'd love the opportunity to work here.

3. _____

A: *unhappy / are / you / your / present / job / in / not / you / with*

B: Not at all, but I am ready for fresh challenges.

4. _____

A: *salary / are / looking / you / what / for / about*

B: My current salary is roughly €43,000 a year, so...

5. _____

A: *you / questions / some / have / ask / us / to / must*

B: Yes, I have a few questions for you. First, is career growth important here?

2. Choose the most appropriate answer to continue these conversations/presentations.

1. Will the union be requesting a higher pay raise this year?

- a. When haven't they?
- b. Probably. And how will we respond then?

2. Are you following me so far?

- a. (new speaker) Absolutely, we are.
- b. (same speaker) Great. Let's continue. This next slide highlights...

3. How should I phrase this?

- a. You're fired.
- b. Well, as you're aware, we're facing significant issues with resources, and...

4. And what about childcare?

- a. (same speaker) Are there plans to set up a crèche?
- b. (new speaker) Well, how about that?

5. Would you say employees' productivity is at its peak?

- a. There's always room for improvement, but it's close.
- b. No.

6. Do you know the average number of sick days employees took last year?

- a. Two point five.
- b. I'm not sure. I'd guess somewhere between two and five.

7. May I ask if you feel appreciated at work?

- a. Yes, you can. I don't, to be honest.
- b. Overall, yes, I do, mainly because of the supportive environment.

8. Why do you think the organization experiences such high staff turnover?

- a. I'm not certain—that's something we're actively working on.
- b. Not sure. What's your opinion?

9. Is employees' satisfaction a priority for us?

- a. (same speaker) Yes, it's absolutely critical.
- b. (new speaker) Yes, it's absolutely essential.

3. Find an example from the sentences in 2 for each of the following categories.

- a. a rhetorical question ____
- b. an embedded question ____
- c. a question to check that the listeners are paying attention ____
- d. one question used to introduce another question ____
- e. a statement used as a question ____

Answer key

- 1.**
 1. Would you say you have many weaknesses?
 2. What attracted you to this position?
 3. Are you unhappy in your present job?
 4. What are you looking for in terms of salary?
 5. Do you have any questions to ask us?

- 2.**
 1. b
 2. a
 3. b
 4. a
 5. a
 6. b
 7. b
 8. a
 9. a

- 3.**
 - a. A rhetorical question – 1a, 8b
 - b. An embedded question – 6a
 - c. A question to check that the listeners are paying attention – 2a
 - d. One question used to introduce another question – 4a
 - e. A statement used as a question – 5a, 9a

Key Expressions

Setting the context

- *Where we are at the moment is ...*
- *What I can tell you is that ...*
- *I'd like to be able to ... but unfortunately I can't ...*
- *You'll appreciate that I still need to ...*

Signalling intention

- *Perhaps it would be a good idea if I just ...*
- *I'd just like to sketch out ...*
- *Let me just touch on ...*
- *I think that's covered everything.*

Responding to questions and challenges

- *I was coming to that.*
- *I have to admit that ...*
- *You're quite right, we need to address this.*
- *That's a good point.*

Highlighting key points

- *So, the first thing is ...*
- *And I think you should be aware that ...*
- *So that's one key point right there .*
- *... and I think this is a really important point ...*
- *So, the main thing to remember is ...*

Responding to requests for detail

- *Let me check ... and I'll get back to you.*
- *I can't remember exactly, but off the top of my head ...*
- *I can double check if you like?*
- *I don't have the exact figures, but what if I ... ?*