

Business Advanced

Unit 11: Values



Business Advanced

Unit 11: Grammar reference and Homework



1. Complete sentences 1-11 with the words from the list.

- merit
- mutual cooperation
- pioneering
- respect
- responsibility
- tolerance
- unity
- dignity
- diversity
- equality
- excellence
- Integrity
- competence

- _____ between the two countries has significantly boosted trade in recent years.
- _____ in the workforce provides us with a broad range of expertise and experiences to utilize.
- All staff promotions are based on _____; it's about an individual's _____ rather than tenure.
- Employees must demonstrate _____ and understanding toward colleagues with varying perspectives.
- I trust that organization because it adheres to strong ethical _____, which is crucial.
- Despite their disputes, the board exhibited public _____ during their recent press event.
- It is our _____ to ensure our production methods have minimal environmental effects.
- JTR Ltd. was the _____ entity in the development of the Internet.
- Our ultimate objective is to achieve _____. We perform our duties as effectively as possible.
- Our workplace fosters mutual _____ so all employees can retain their _____ at work.
- We enforce rigorous _____ against bias to guarantee fairness for every employee.

2. Underline the adverb in italics that can't be used in each sentence.

- A rise in interest rates would be *comparatively* / *potentially* / *significantly* disastrous.
- Disposable income across the population as a whole is *irretrievably* / *noticeably* / *significantly* different from even a year ago.
- Even if the allegations aren't true, their effect is *comparatively* / *irretrievably* / *potentially* damaging for the company.
- Fortunately demand has remained *comparatively* / *irretrievably* / *relatively* stable.
- It's a fact that we are now finding it *potentially* / *increasingly* / *relatively* difficult to find skilled workers prepared to work for these wages
- Since the negative publicity over the recent share issue, media reports have become *appreciably* / *noticeably* / *relatively* more hostile.
- The growth in demand for new hybrid cars has been *potentially* / *relatively* / *unexpectedly* rapid.
- The negative figures for the last quarter are *potentially* / *profoundly* / *surprisingly* worrying.

Answer key

- | | | |
|----------------------|-------------------|---------------------------------|
| 1. | | |
| 1. unity | 5. integrity | 9. excellence |
| 2. diversity | 6. tolerance | 10. mutual cooperation, dignity |
| 3. merit, competence | 7. responsibility | 11. competence |
| 4. respect | 8. pioneering | |
| 2. | | |
| 1. comparatively | 5. relatively | |
| 2. irretrievably | 6. appreciably | |
| 3. comparatively | 7. potentially | |
| 4. Irretrievably | 8. surprisingly | |

1. A company is thinking of relocating its offices. Complete (1-7) in the conversation with the words from the list.
The conversation is between an Union Representative (UR) and a Managing Director (MD)

UR: So, we're all extremely concerned. I would encourage you to consider redeveloping the current site.

MD: Yes, I can understand your concerns, but the decision is **1.** _____ our control. We need to assume the move is going ahead and plan accordingly.

UR: Well, if we really are **2.** _____ with this situation, then I want to make sure that the workers get a commitment that they will be looked after.

MD: We can guarantee that most members of the team will be invited to move to the new site.

UR: OK, but we can't **3.** _____ expect all staff members to relocate. They have family connections and partners with careers here.

MD: Obviously, there will be some severance compensation for those who leave us.

UR: Well, yes, of course, there will. But not everyone wants to leave the organization.

MD: So they come to the new workplace. Simple as that.

UR: No, it's not as straightforward as that. I have to stay **4.** _____ on this. We need to think about alternatives for those who can't relocate.

What would you **5.** _____ offering people the option of working from home?

MD: That's not **6.** _____ of the question, but it wouldn't work with every position.

UR: OK, but I don't think it's sufficient to offer people a couple of months' salary and no further job opportunities. We need to find a **7.** _____ to this...

possibly
say to
out
beyond
stuck
firm
way round

Answer key

- 1.**
1. beyond
2. stuck
3. possibly
4. firm
5. say to
6. out
7. way round

2. Choose the correct words in *italics*.

1. Could we *make out / do / have* with a smaller order for now? I don't think we have enough cash to make our usual order.
2. I *had / can / would* be willing to offer a discount of 5%, if you ordered a minimum of 100 units.
3. I'll go *along / willing / agree* with that.
4. I'm afraid I have *to say / to answer / to give* 'no' to this contract - the price is just too high.
5. No, I'm afraid it is *not just / just not* possible.
6. Unfortunately, management is refusing to *change / budge / adapt* on this.
7. We are *with / at / in* a very difficult situation right now.
8. We have *arrived / got / reached the point which / where / when* we have no other option but to withdraw our custom.
9. Would you consider *of employing / employing / to employ* some extra staff for the project?

3. Correct the mistakes in this conversation.

1. **A:** I can't understand why you're being so negative about this. We're in a very much difficult situation, and we really need to work together on this.
2. **B:** I know, but this idea about job-sharing won't just work. It's not an effective use of time or resources. Would you consider reallocate jobs and redefine roles instead?
3. **A:** Well I'd be willing hearing your suggestions, but I have to say no to redefine roles. People do the jobs they are skilled in doing. If we change that we'd need to start retraining, which is a further drain on resources.
4. **B:** I agree that that's outside of the question, but what I meant was, reformulating job descriptions so that everybody is clear on where their job starts and ends.
5. **A:** I suppose that feasible. Do we all agreed that we need think about more fixed job descriptions?

Answer key

1.

1. do
2. would
3. agree
4. to say
5. just not
6. budge
7. in
8. reached, where
9. employing

2.

1. very much difficult -> very difficult
2. reallocate jobs -> reallocating jobs, redefine roles -> redefining roles
3. hearing your suggestions -> to hear your suggestions, to redefine roles -> to redefining roles, skilled in doing -> skilled at doing
4. outside of the question -> out of the question
5. that feasible -> that's feasible, we all agreed -> we all agree, need think about -> need to think about

Participle clauses and inversion for emphasis and formality

Using participle clauses or inversion can add emphasis to statements and make them sound more formal.

Participle clauses

1. An adverbial clause begins with a conjunction (e.g., *because, when, after*) and gives extra information about the main topic in a sentence.
 - **When I read books**, I prefer to sit in a quiet room.
 - **Reading books**, I prefer to sit in a quiet room.
2. We can use most conjunctions before the participle.
 - **After** reading for hours, I needed a break.
3. Usually, we use the present participle (verb + *-ing*) for present and recent situations, in place of the present simple/continuous/perfect and past simple/continuous.
 - **Since moving** to Paris, I've learned to appreciate art. (= since I have moved ...)
 - **Practicing** guitar, I often wrote new chords in my notebook. (= when I was practicing/learned ...)
4. *Having* + past participle is used in place of the past perfect for a past action before another past action.
 - **Having completed** the report, I submitted it to my manager. (= after I had completed)
5. We can use a past participle in place of a passive adverbial structure.
 - **Invited** to the party, I wasn't sure if I could attend. (= when I was invited)
6. Note *given* has a meaning similar to *because of*.
 - **Given** her passion for teaching, she was the perfect candidate for the role. (= because of her passion ...)

Inversion

1. Inverted phrases usually follow negative words or expressions such as *not only, at no time/point, in no way, and under no circumstance(s)*.
 - **Not only** has the team delivered the project early, but they've also exceeded expectations.
 - **At no point** did she indicate any dissatisfaction with the proposal.
 - **Under no circumstances** should confidential files be left unsecured.
2. Inversion is also used after the negative words *neither* and *nor*.
 - **In no way** do we support such unfair practices. **Neither** do I believe the meeting should be rescheduled.
 - **Not without thorough consideration** are we proceeding with this decision. **Nor** is it without seeking advice from legal experts.
3. We also use inversion after adverbs such as *seldom, rarely, scarcely, hardly (ever), and little*. These restrict the meaning/reference of the verb that follows.
 - **Rarely** have I witnessed such an inspiring presentation.
 - **Little** did they realize that their efforts would lead to such success.

1. Complete sentences 1-9 with the words from the list. Sometimes more than one answer is possible.

At no time

As changing

Not only

Having considered

Given

Offering

Knowing

Faced with

Under no circumstances

- 1. _____ to assign him another employee would mean his team would have more capacity.
- 2. _____ all the applications, we have shortlisted the two candidates we think have the most potential.
- 3. _____ that Chang Song has to pick her kids up in the afternoon, the early shift would be better for her.
- 4. _____ have I said that I will leave the company.
- 5. _____ will food that doesn't have the proper certification be accepted.
- 6. _____ the choice of accepting a job I don't want, or being unemployed, I'd definitely take the job.
- 7. _____ that Topher has only been here a month, I'm not sure she's the best person for this project.
- 8. _____ are we committed to providing the best-tasting produce, we're also inspired to source the most ethical food available.
- 9. _____ the process would be time-consuming, we'd better stick with what we have.

Answer key

- 1. Given
- 2. Having considered
- 3. Knowing
- 4. At no time
- 5. Under no circumstances
- 6. Faced with
- 7. As changing
- 8. Not only
- 9. Offering

2. Rewrite sentences (1-9) using the words in brackets.

- Visitors must never go beyond the front desk without a badge. (Under no circumstances)
_____.
- I heard that the train had been canceled, so I took the coach instead. (Knowing)
_____.
- Moving the timeline wasn't practical, so we decided to decrease the workload instead. (As changing)
_____.
- The only way to retain the customer was to provide them with a larger price reduction. (Offering)
_____.
- They offer a highly attractive retirement plan. And they also offer flexible hours. (Not only)
_____.
- When the announcement became public, he had no choice but to resign. (Faced with / going)
_____.
- We’ve never failed to uphold our fundamental principles of integrity, creativity, and trustworthiness. (At no time)
_____.
- I evaluated the available options and decided to choose this one. (Having considered)
_____.
- I was so dissatisfied with the standard that I won’t purchase from them again. (Given / dissatisfaction)
_____.

Answer Key

- Under no circumstances** must visitors go beyond the front desk without a badge.
- Knowing** that the train had been canceled, I took the coach instead.
- As changing** the timeline wasn't practical, we decided to decrease the workload instead.
- Offering** the client a larger price reduction was the only way to retain them.
- Not only** do they offer a highly attractive retirement plan, but they also provide flexible hours.
- Faced with** the announcement going public, he had no choice but to resign.
- At no time** have we failed to uphold our fundamental principles of integrity, creativity, and trustworthiness.
- Having considered** the available options, I decided to choose this one.
- Given** my **dissatisfaction** with the standard, I won’t purchase from them again.

Key Expressions

Stating the position

- *We are in a very difficult situation.*
- *This is beyond our control.*
- *Having considered all the options ...*

Initiating a negotiation

- *Could you make do with ... ?*
- *What would you say to doing ... ?*
- *Would you consider ... ?*

Being unwilling to negotiate

- *I have to say 'no' to ...*
- *That's out of the question.*
- *I'm afraid it is just not possible.*
- *I refuse to budge on this.*
- *I have to stay firm on this.*
- *That just won't work.*
- *We can 't possibly ...*

Showing a willingness to negotiate

- *Let's try to find a way round this.*
- *That's not out of the question.*
- *I'd be willing to ...*

Agreeing on a solution

- *Are we all agreed?*
- *I'll go along with ...*
- *That sounds feasible.*