



Business Intermediate

Homework - Unit 6: Training &
Development



First published in 2024 by mYngle

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1. Read the following article about The Importance of Training and Development in Today's Workplace and decide if the following statements are true or false.

1. Training programs only focus on leadership and management skills.
2. Online courses are part of modern training and development programs.
3. Technological advancements do not influence professional growth.
4. Leadership training is essential for motivating teams and achieving business goals.
5. Critical and strategic thinking are not part of personal development.
6. Problem-solving skills are important for handling complex challenges at work.
7. Empathetic listening is crucial for understanding colleagues' concerns.
8. Time-management skills help employees meet deadlines and boost productivity.
9. Training and development programs are not important for business growth.
10. Personal development is equally important as professional development in training programs.

The Importance of Training and Development in Today's Workplace

In today's fast-paced world, training and development have become essential for both personal and professional growth. Companies now offer a variety of training programs, including online courses, to help employees improve their skills and adapt to new challenges. These educational programs not only support career advancement, but also promote personal development. As the business environment evolves, employees must stay up-to-date with technological advancements and constantly improve their capabilities.

One of the key areas of professional growth is leadership training. This type of training helps employees develop the management skills they need to lead teams effectively. Strong leaders play a crucial role in driving economic and business growth, ensuring that companies meet their goals. Through leadership skills development, employees learn how to motivate their teams, handle difficult situations, and make important decisions.

In addition to leadership, companies are also focusing on creative, critical, and strategic thinking. These types of thinking help employees approach problems from new angles, come up with innovative solutions, and make better decisions. Employees who are trained to think strategically can contribute more effectively to the company's long-term goals. Moreover, developing decision-making and problem-solving skills ensures that employees are ready to face complex challenges in their day-to-day work.

Another essential aspect of training is improving active, reflective, and empathetic listening. Listening is a critical part of communication, and companies increasingly recognize its importance in fostering a positive work environment. Employees who practice empathetic listening are better equipped to understand their colleagues' concerns and provide thoughtful feedback. This, in turn, enhances collaboration and teamwork.

Training programs also focus on improving time-management skills, which are crucial for boosting productivity. When employees can manage their time effectively, they can handle more tasks efficiently and meet deadlines without feeling overwhelmed. This is particularly important in today's competitive business environment, where maximizing efficiency is key to achieving success.

In conclusion, investing in training and development is vital for both employees and organizations. Educational programs that focus on personal and professional development help employees grow, while also driving business growth. From leadership training to improving decision-making and listening skills, these programs equip employees with the tools they need to succeed in their careers and contribute to their organizations' success.

2. Find in the text all the words that collocate with the following words (a-h).

- | | | | |
|----|-------------------------------|-----------|---------------|
| a. | courses: <i>educational</i> . | training. | <i>online</i> |
| b. | development: _____. | _____. | _____. |
| c. | advancement: _____. | _____. | _____. |
| d. | growth: _____. | _____. | _____. |
| e. | training: _____. | _____. | _____. |
| f. | thinking: _____. | _____. | _____. |
| g. | listening: _____. | _____. | _____. |
| h. | skills: _____. | _____. | _____. |

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3. Complete the following sentences using the words/phrases provided in the list below. Each phrase can only be used once.

- strategic
- online courses
- career
- problem-solving
- economic
- empathetic
- decision-making
- management
- personal
- professional
- technological
- training
- business
- skills
- time-management
- leadership

1. Many companies now offer _____ as part of their employee training programs to help develop specific job-related _____.
2. Employees need to focus on both _____ and _____ development to ensure they continue growing both in and outside of the workplace.
3. _____ plays a major role in improving employee efficiency, enabling _____ growth within organizations.
4. _____ training is important for motivating employees, while _____ training helps managers develop the right skills to lead their teams.
5. Effective leaders must develop _____ **thinking** which allows them to approach problems from different perspectives and make informed decisions.
6. Listening skills, such as _____ **listening**, help employees understand others' viewpoints and improve communication in the workplace.
7. _____ is essential for making well-thought-out choices in challenging situations, while _____ helps employees come up with solutions to complex problems.
8. Training programs also focus on _____ **skills** because managing time effectively is key to increasing productivity and achieving business objectives.
9. In today's fast-paced environment, _____ **advancement** helps employees keep up with the latest developments and improve their overall performance.
10. The combination of _____ **advancement** and _____ **growth** is essential for driving both individual and organizational success.

1. Read the following article about Career Advancement and Personal Growth. Put the missing paragraph (a, b, c) in the correct order.

- a. It's also important to pay attention to your personal growth. This means developing skills that are not only useful in the workplace but also in your daily life. For example, improving your communication skills will help you in meetings with your colleagues, while improving your time-management skills will help you meet deadlines without stress.
- b. As you advance in your career, remember that learning is a continuous process. Even when you think you know everything, there is always room to learn more. Stay curious, and keep looking up new information that will help you grow. Whether it's improving your strategic thinking or enhancing your leadership skills, focusing on your development will always pay off in the long run.
- c. To move forward in your career, it's essential to stay updated with new developments in your industry. Sometimes, you might fall behind because of a busy schedule or other distractions, but it's never too late to catch up. You can start by organizing your tasks and taking in all the necessary information for your job. Break large tasks into smaller ones to make them more manageable. This is known as breaking down complex tasks. By doing this, you will find it easier to finish your work without feeling overwhelmed.

Career Advancement and Personal Growth

1. Building a successful career requires more than just working hard. To get ahead in your career, you need to develop certain skills and focus on continuous personal growth. One of the most important ways to stand out from others is by continuously learning and improving yourself. Employers always appreciate individuals who show they are willing to go the extra mile.
2. ____.
3. When you're learning something new, it is important to go through the information carefully. This could involve reading articles, watching training videos, or practicing new skills. If you're not sure about the meaning of a term, don't hesitate to look it up. This will help you understand the content more effectively. Additionally, try to pick out the key points that are the most relevant to your job. These are the details that will help you perform better and progress in your career.
4. ____.
5. ____.
6. In conclusion, advancing your career is not just about working hard; it's also about being smart in how you approach learning and personal growth. By paying close attention to your skills and constantly improving, you will stand out from others and successfully get ahead in your professional life.

2. Now answer the following questions (1-6).

1. According to the text, what should you concentrate on in order to advance in your career?
2. What makes someone distinctive in the workplace, as mentioned in the text?
3. When you've lagged behind in understanding new developments in your industry, what should you do to recuperate?
4. How does dividing a complex task into smaller components assist you in comprehending something?
5. Why is it important to examine information thoroughly when acquiring something new?
6. If you don't understand a term while reading about new skills, what should you do to learn its meaning?

3. Rewrite the sentences below using the verb in parentheses. Do not change the meaning of the original sentence.

1. You need to progress in your career if you want to reach a higher position.
(Get ahead) _____.
2. She was better than the rest of the candidates during the interview.
(Stand out) _____.
3. He has missed a lot of work this week and now needs to complete everything.
(Catch up) _____.
4. It's important to fully understand all the details of the project before starting.
(Take something in) _____.
5. We need to simplify the complicated process to make it easier to follow.
(Break down) _____.
6. The lawyer will carefully examine the contract before signing.
(Go through) _____.
7. If you don't know what the word means, search for it in the dictionary.
(Look something up) _____.
8. Please select the best option from the list of choices provided.
(Pick out) _____.
9. During the meeting, it's important to listen carefully to what your boss is saying.
(Pay attention to) _____.

Using Articles: "a/an" and "the"

In English, we use **articles** ("a," "an," and "the") to show if something is general or specific. Let's look at how they are used:

1. Using "a" or "an"

- We use **"a"** and **"an"** when talking about **one thing** (singular, countable nouns) for the **first time** or in a **general way**.
- Use **"a"** before a word that starts with a **consonant sound**:
Example: I have **a** book. (any book, not specific)
- Use **"an"** before a word that starts with a **vowel sound**:
Example: He is **an** artist. (any artist, not specific)

2. Using "the"

- We use **"the"** when we are talking about **something specific**, meaning both the speaker and the listener know which thing we are talking about. **Example:** I'm going to **the** bank. (a specific bank you know about)
- We also use **"the"** when talking about something that has already been mentioned:
Example: I saw **a** movie last night. **The** movie was great. ("The movie" refers to the one I already mentioned.)
- We use **"the"** with **superlative adjectives** because we are talking about something unique or the most:
Example: It's **the** best restaurant in the city.

3. When We Use No Article (Zero Article)

- We don't use "a," "an," or "the" with **plural or uncountable nouns** when speaking in a general way:
Example: I love **dogs**. (plural, all dogs in general)
Example: She drinks **water** every day. (uncountable noun)
- We also don't use articles with **proper nouns** like names of people, countries, or cities:
Example: **John** is from **France**. (no article with names or countries)

1. Fill in the blanks with the correct article (a/an or the) or use no article where necessary.

1. I need to buy ____ laptop for work.
2. We went to ____ museum yesterday, and ____ museum was amazing.
3. She is studying ____ English literature at ____ university in Paris.
4. Do you have ____ umbrella? It's starting to rain.
5. ____ Mount Everest is the highest mountain in the world.
6. My father is ____ doctor, and he works in ____ hospital in London.
7. I saw ____ dog in the park yesterday. ____ dog was really cute!
8. They want to travel to ____ Europe next summer.
9. ____ water in this lake is very clean.
10. He's ____ most intelligent person in our class.

2. Find the mistake in each sentence and correct it by choosing the right article (or no article).

1. We've scheduled a meeting with a HR department to discuss marketing strategy.
2. The manager gave us a feedback on the project after we finished the first phase.
3. I've been assigned to work on a new product launch in a United Kingdom.
4. Can you send over the report? I haven't received an report from finance yet.
5. The company has expanded to the Europe and Asia in the past year.
6. This is an best quarter our team has had in terms of sales performance.
7. We'll need a approval from the board of directors before we move forward.
8. The office is located in the city center, and the building is very close to a public transport.
9. She is a experienced consultant, and she specializes in business development.
10. The CEO made a statement in a meeting that took place at head office

3. Read the following text and choose the correct article (a, an, the, or no article) for each blank.

1. (no article / the / an / a) United States is one of the most popular destinations for students who want to study abroad. Many universities in 2. (no article / the / an / a) country offer excellent education programs. If you are planning to attend 3. (no article / the / an / a) university in 4. (no article / the / an / a) United States, there are a few things you should know.

First, getting 5. (no article / the / an / a) visa is essential. Most students need 6. (no article / the / an / a) student visa before they can start their studies. Also, make sure you have 7. (no article / the / an / a) proper accommodation. Living in 8. (no article / the / an / a) dormitory is often a good option for international students.

When it comes to studying, students should always pay attention in class and take good notes. 9. (no article / the / an / a) best students are the ones who work hard and stay organized. If you want to succeed, try to manage 10. (no article / the / an / a) time well. This will help you with your assignments and exams.

In addition, it is important to explore 11. (no article / the / an / a) city where you will be studying. For example, many students choose to live close to 12. (no article / the / an / a) university so they can save time commuting. However, some prefer to live in 13. (no article / the / an / a) apartment in 14. (no article / the / an / a) city center, even though it may be more expensive.

In general, studying abroad is a rewarding experience, but it requires good preparation. Make sure to research 15. (no article / the / an / a) cultural differences and be open to learning from 16. (no article / the / an / a) new experiences.

1. Read the following dialogue and complete the table below with the phrases used to give opinions, ask for opinions, agree and disagree and suggest or propose ideas.

Team Meeting – Discussing the New Product Launch

Luna: Thanks for joining the meeting, everyone. So, we need to finalize the details for the product launch. If I can add to that, I think we need to consider adjusting the timeline. I think the best option here is to push the launch back by a couple of weeks to ensure everything is perfect.

Kevin: Yes, I agree. Just picking up on what Emma said, why don't we use the extra time to further refine the marketing strategy? That way, we can make sure it aligns with our new goals.

Luna: That's a good idea. Any thoughts on that?

Allan: I think it's a solid plan. What do you think we should do in terms of promoting the launch event? Should we organize a virtual event or stick with our usual in-person format?

Kevin: I like the idea of a virtual event. It reaches a wider audience. Do you have any ideas on how we could make it interactive?

Allan: What if we include live demos and Q&A sessions with product experts? I think that could engage the audience well.

Luna: That's great! So shall we try incorporating a live demo during the event? What's the best way to structure the presentation so it flows smoothly?

Kevin: I suggest we start with a brief introduction of the product, followed by the demo, and then open the floor for questions. If we do that, then it will allow the audience to understand the product in action before asking questions.

Luna: I agree with that structure. Do we all agree with the idea to make the event fully virtual?

Allan: I'm on board with that. However, I don't think it makes sense to have the event too long. We should keep it concise to maintain engagement.

Kevin: Good point! What do you suggest we do about the timing?

Allan: Why don't we aim for 45 minutes to an hour? That's enough time for the demo and Q&A.

Luna: That sounds reasonable. So, to confirm, we'll extend the launch timeline by two weeks, hold a virtual event with live demos, and keep the duration to 45 minutes. Does everyone agree?

Kevin and Allan (in unison): Yes, that suits me.

Giving Opinions	Asking for opinions / suggestions
Agreeing / Disagreeing	Suggesting / Proposing

2. Read the following situations (1-8) and choose the most suitable response (a-c).

Situation 1: You're in a meeting discussing how to improve customer satisfaction.

Which suggestion makes the most sense?

- a. I think the best option here is to cut customer service hours.
- b. What do you suggest we do to handle customer complaints more efficiently?
- c. Why don't we stop responding to customer feedback?

Situation 2: The team is deciding whether to delay the launch of a new software update.

Which response is appropriate?

- a. Do we all agree with the idea to release the update tomorrow?
- b. I don't think it makes sense to delay the update anymore.
- c. Why don't we postpone the update for a few months?

Situation 3: You are discussing different marketing strategies for a new product.

Which sentence fits best?

- a. Any thoughts on how we should approach our social media campaign?
- b. I don't think we should discuss marketing until next year.
- c. Let's not waste time on marketing.

Situation 4: In a team meeting, you're proposing a new timeline for a project.

Which response is the best?

- a. What do you suggest we do about shortening the timeline?
- b. I think the best option here is to extend the timeline by two weeks.
- c. Just picking up on what Emma said, why don't we ignore the timeline?

Situation 5: Your colleague suggests launching a loyalty program to retain customers.

Which response shows agreement?

- a. That's a terrible idea; we should cut all loyalty programs.
- b. Do we all agree with the idea to increase customer complaints?
- c. I'm on board with launching the loyalty program—it could increase customer retention.

Situation 6: Your team is discussing how to handle a dip in product sales.

Which suggestion is the most useful?

- a. Why don't we invest more in digital marketing to boost product sales?
- b. I think the best option here is to do nothing about it.
- c. Do you have any ideas for losing even more sales?

Situation 7: Your manager is asking for feedback on a recent proposal to change the company's communication tools.

Which question is appropriate?

- a. What do you suggest we do about improving internal communication?
- b. Why don't we stop communicating with the team entirely?
- c. Any thoughts on how we can ignore this problem?

Situation 8: The team needs to decide how to allocate the budget for next year.

Which option fits the situation best?

- a. I don't think it makes sense to increase the budget for training programs.
- b. Let's just remove all funding for employee development.
- c. Just picking up on what Kyle said, why don't we increase the training budget to improve skills?

3. Choose the most appropriate key phrase from the list to complete the sentence correctly. Use each phrase only once.

- If I can add to that, I think ...
- I think the best option here is ...
- Why don't we ...?
- What do you suggest we do about ...?
- Do we all agree with the idea to ...
- I don't think it makes sense to ...
- Any thoughts on ...
- I'm on board with

1. We're discussing ways to increase productivity in the office. _____ focus on streamlining our current processes first?
2. _____ delay the product launch until all departments are ready? This will give us more time to prepare.
3. _____ hire an external consultant to help with the new system implementation? It might speed things up.
4. We've talked about several options for dealing with the drop in sales. _____ focusing on improving customer retention as a first step?
5. _____ how we can improve the feedback process?
6. _____ we increase the marketing budget by 10% to boost visibility for the next quarter?
7. I understand the reasoning behind the proposal, but _____ delay the project further at this stage.
8. The client suggested we run more tests before launching the product. _____ running these additional tests.

1. Read the following phrases (1-17) and put them into categories (a-d)

- a. Describing plans and intentions
- b. Expressing future hopes and expectations
- c. Asking how much time is needed
- d. Asking about immediate action
- e. Time expressions

1. Where does this leave us?
2. We hope to...
3. In the long run...
4. We're also going to...
5. I plan to...
6. How long will it take to...?
7. I intend to...
8. By the end of the/next month...
9. In the short / medium / long term...
10. It is likely to / that...
11. X is going to...
12. The chances are...
13. What's the timescale on this?
14. Over the next few weeks...
15. We expect to...
16. What's the next step?
17. By Tuesday...

2. Match the sentences halves (1-10) to (a-j).

- | | |
|---|---|
| 1. Where does this leave us... | a. ... product line to reach a broader market. |
| 2. We hope to reach | b. ...complete the design phase of the project. |
| 3. In the long run see a significant | c. ... improvement in customer retention. |
| 4. We're also going to implement | d. ... a final decision about the project scope? |
| 5. I plan to expand our... | e. ... a 10% increase in sales next quarter. |
| 6. How long will it take to finish... | f. ...affect our overall strategy for the second quarter. |
| 7. I intend to implement | g. ... have all feedback from the client. |
| 8. By the end of the next month we should | h. ... a new training program to boost productivity. |
| 9. It is likely to... | i. ... the testing phase of the software? |
| 10.What's the next step to make | j. ...before we proceed with the next phase? |

3. You are part of a project team at your company. You are working on a new product, and your manager has asked for an update and your suggestions for the next steps. Write an email to your manager.

Your email should include:

1. A **short update** on the project (mention tasks completed or feedback received).
2. **Suggestions** for what needs to be done next.
3. **How long** you think certain tasks will take.
4. Ask for **agreement** on the next steps.
5. Share what you **expect** the result of the project will be.

Key Phrases to Use:

- | | |
|-----------------------------|-----------------------------------|
| • Where does this leave us? | • How long will it take to...? |
| • We hope to... | • I intend to... |
| • In the long run... | • By the end of the next month... |
| • We're also going to... | • It is likely to... |
| • I plan to... | • What's the next step |



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Unit 6: Training & Development

Homework – Answer Key



Exercise 1

1. **False** – Training programs cover a variety of skills, including leadership, critical thinking, problem-solving, time management, and more. They are not limited to leadership and management skills.
2. **True** – The text mentions that companies offer online courses as part of their training and development programs to help employees improve their skills.
3. **False** – The text highlights that technological advancements are a key factor in professional growth, and employees must stay up-to-date with these advancements to remain competitive.
4. **True** – Leadership training helps employees develop the skills to motivate teams, make decisions, and contribute to business growth.
5. **False** – Critical and strategic thinking are important for personal and professional development. They help employees approach problems from new angles and make better decisions.
6. **True** – Developing problem-solving skills is necessary for handling complex challenges in the workplace, as emphasized in the text.
7. **True** – Empathetic listening helps employees understand their colleagues' concerns, which is important for fostering a positive and collaborative work environment.
8. **True** – Time-management skills are essential for improving productivity and meeting deadlines, as mentioned in the text.
9. **False** – Training and development programs are vital for business growth, as they help employees improve their skills and contribute more effectively to the organization.
10. **True** – Both personal and professional development are equally important in training programs, as they help employees grow and advance in their careers.

Exercise 2

1. **courses** training / educational / online
2. **development** skills / personal / professional
3. **advancement** career / personal / technological
4. **growth** professional / economic / business
5. **training** leadership / skills / management
6. **thinking** creative / critical / strategic
7. **listening** active / reflective / empathetic
8. **skills** decision-making / problem-solving / time-management

Exercise 3

1. online courses / skills
2. personal / professional
3. training / business growth
4. leadership / management
5. strategic
6. empathetic
7. decision-making / problem-solving
8. time-management
9. technological
10. career / economic

Exercise 1

1. c. "To move forward,"
2. a. "It's also important..."
3. b. "As you advance in your career..."

Exercise 2

1. **Get ahead** – The text mentions that to get ahead in your career, you need to develop certain skills and focus on continuous personal and professional growth. This involves staying updated on developments and constantly improving yourself.
2. **Stand out** – The text emphasizes that you stand out by continuously learning, improving, and showing that you're willing to go the extra mile. Employers value individuals who make an effort to differentiate themselves.
3. **Catch up** – When you've missed some developments in your industry, the text suggests organizing your tasks and taking in necessary information to catch up. This helps you stay on track and remain competitive.
4. **Take something in** – By breaking down complex tasks, you make it easier to take in the information. The text explains that dividing large tasks into smaller, manageable parts allows you to absorb information more effectively and reduce feeling overwhelmed.
5. **Go through** – The text emphasizes the importance of going through information carefully, such as reading articles or practicing new skills, to fully understand what you're learning and ensure you're prepared for challenges.
6. **Look something up** – The text advises that if you don't know the meaning of a word, you should look it up in a reliable source, like a dictionary, to improve your understanding and apply it correctly in your work.

Exercise 3

1. You need to **get ahead** in your career if you want to reach a higher position.
2. She **stood out** from the rest of the candidates during the interview.
3. He has missed a lot of work this week and now needs to **catch up**.
4. It's important to **take in** all the details of the project before starting.
5. We need to **break down** the complicated process to make it easier to follow.
6. The lawyer will **go through** the contract before signing.
7. If you don't know what the word means, **look it up** in the dictionary.
8. Please **pick out** the best option from the list of choices provided.
9. During the meeting, it's important to **pay attention to** what your boss is saying.

Exercise 1

1. a
2. the / the
3. no article / a
4. an
5. no article (Mount Everest)
6. a / a
7. a / the
8. no article (Europe)
9. The
10. the

Exercise 2

1. We've scheduled a meeting with **the HR department** to discuss **the** marketing strategy.
2. The manager gave us **feedback** (no article) on the project after we finished the first phase.
3. I've been assigned to work on a new product launch in **the United Kingdom**.
4. Can you send over the report? I haven't received **a** report from finance yet.
5. The company has expanded to **no article (Europe)** and **no article (Asia)** in the past year.
6. This is **the** best quarter our team has had in terms of sales performance.
7. We'll need **approval** (no article) from the board of directors before we move forward.
8. The office is located in the city center, and the building is very close to **public transport** (no article).
9. She is **an** experienced consultant, and she specializes in business development.
10. The CEO made a statement in **the** meeting that took place at **the** head office yesterday.

Exercise 3

- | | |
|---|---|
| 1. the United States | 1. the best students |
| 2. the country | 2. no article (time) |
| 3. a university | 3. the city |
| 4. the United States | 4. the university |
| 5. a visa | 5. an apartment |
| 6. a student visa | 6. the city center |
| 7. no article (proper accommodation) | 7. no article (cultural differences) |
| 8. a dormitory | 8. no article (new experiences) |

Exercise 1

Giving Opinions	Asking for opinions / suggestions	Agreeing / Disagreeing	Suggesting / Proposing
• If I can add to that, ... • I think the best option here is... • I think it's a solid plan. • I like the idea of a virtual event. • I suggest we...	• Any thoughts on that? • What do you think we should do? • Do you have any ideas on how...? • What's the best way to...? • What do you suggest we do about...?	• That's a good idea. • I agree with that structure. • Do we all agree with the idea to ...? • I'm on board with that. • I don't think it makes sense to ...	• Just picking up on what Emma said, why don't we ...? • Why don't we...? • If we do that, then it will... • So shall we try ...?

Exercise 2

- Situation 1: b.
- Situation 2: c.
- Situation 3: a.
- Situation 4: b.
- Situation 5: c.
- Situation 6: a.
- Situation 7: a.
- Situation 8: c.

Exercise 3

1. Why don't we focus on streamlining our current processes first?

Justification: This phrase suggests an idea or action. "Why don't we..." fits perfectly because it proposes a specific course of action, making it the most appropriate choice here.

2. Do we all agree with the idea to delay the product launch until all departments are ready?

Justification: This phrase asks for agreement. "Do we all agree with the idea to..." seeks confirmation, which makes it the best phrase in this context since the speaker is asking for team consensus on delaying the product launch.

3. What do you suggest we do about hiring an external consultant to help with the new system implementation?

Justification: This sentence requests a suggestion. "What do you suggest we do about..." directly asks for advice on how to proceed, which makes it the right phrase to ask for recommendations.

4. I think the best option here is to focus on improving customer retention as a first step.

Justification: This phrase expresses an opinion. "I think the best option here is..." is used to give a preference on what should be done, which fits perfectly when offering a solution or plan of action.

5. Any thoughts on how we can improve the feedback process?

Justification: This phrase asks for input. "Any thoughts on..." is a common phrase used to request ideas or suggestions, which is exactly what the speaker is doing by asking for input on the feedback process.

6. If I can add to that, I think we should increase the marketing budget by 10% to boost visibility.

Justification: This phrase adds to a previous point. "If I can add to that..." signals that the speaker is contributing more information to an ongoing discussion, making it the best choice for building on another person's suggestion.

7. I don't think it makes sense to delay the project further at this stage.

Justification: This phrase expresses disagreement. "I don't think it makes sense to..." is used to politely disagree with a course of action or idea, making it appropriate here as the speaker is rejecting the idea of further delay.

8. I'm on board with running these additional tests.

Justification: This phrase agrees with a suggestion. "I'm on board with..." is used to express full agreement with the proposed idea, which makes it perfect in this context where the speaker agrees with running more tests.

Exercise 1

1. Where does this leave us? **d. Asking about immediate action**
2. We hope to... **b. Expressing future hopes and expectations**
3. In the long run... **e. Time expressions**
4. We're also going to... **a. Describing plans and intentions**
5. I plan to... **b. Expressing future hopes and expectations**
6. How long will it take to...? **c. Asking how much time is needed**
7. I intend to... **b. Expressing future hopes and expectations**
8. By the end of the/next month... **e. Time expressions**
9. In the short / medium / long term... **e. Time expressions**
10. It is likely to / that... **b. Expressing future hopes and expectations**
11. X is going to... **a. Describing plans and intentions**
12. The chances are... **b. Expressing future hopes and expectations**
13. What's the timescale on this? **c. Asking how much time is needed**
14. Over the next few weeks... **e. Time expressions**
15. We expect to... **b. Expressing future hopes and expectation**
16. What's the next step? **d. Asking about immediate action**
17. By Tuesday... **e. Time expressions**

Exercise 2

1. Where does this leave us...

j. before we proceed with the next phase?

Justification: "Where does this leave us" asks about the immediate next step in a process.

2. We hope to reach

e. a 10% increase in sales next quarter.

Justification: "We hope to" is used to express a future expectation, and increasing sales is a future goal.

3. In the long run see a significant

c. improvement in customer retention.

Justification: "In the long run" refers to something that will happen over time, like improving customer retention.

4. We're also going to implement a

h. new training program to boost productivity.

Justification: "We're also going to" is used to describe a future plan, and implementing a training program fits as a planned action.

5. I plan to expand our

a. product line to reach a broader market.

Justification: "I plan to" is used to express intentions, and expanding a product line is a concrete action.

6. How long will it take to finish

i. the testing phase of the software?

Justification: "How long will it take to" asks for the amount of time required to complete something, and "finish the testing phase" is an appropriate task for this question.

7. I intend to implement

h. a new training program to boost productivity.

Justification: "I intend to" expresses a personal intention or goal, and implementing a training program aligns with that.

8. By the end of the next month we should

g. have all feedback from the client.

Justification: "By the end of the next month" refers to a specific time frame by which an action will be completed, such as receiving feedback.

9. It is likely to...

f. affect our overall strategy for the second quarter.

Justification: "It is likely to" expresses future expectations or possibilities, and affecting the strategy fits this context.

10. What's the next step to make

d. a final decision about the project scope?

Justification: "What's the next step" asks about immediate actions, and making a final decision is a logical next step in a project.

Exercise 3

Subject: Project Update and Next Steps

Dear [Manager's Name],

I am writing to give you an update on the new product project. **By the end of the next month**, we should finish the testing phase.

Where does this leave us? We are ready to start planning the launch.

I plan to work with the marketing team on a promotion strategy. **We're also going to** meet with the production team to make sure everything is ready.

How long will it take to finish the marketing materials? I think we will need about two weeks to complete them. **In the long run**, this should help us reach more customers.

Do you agree with these next steps? **What's the next step** you would like us to focus on?

We hope to launch the product successfully and see an increase in sales. **It is likely to** be a busy time, but I believe we can meet our goals.

Best regards,
[Your Name]