

Business Advanced

Unit 2: Careers



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Unit 2: Grammar reference and Homework



1. Match (1-10) to (a-j)

1. Even if it is not your strength, it helps to play ____.

2. Everyone in my workplace is talented. It's hard to find a way to stand ____.

3. If you want to push an idea through you will need to convince others and stand ____.

4. It's a very competitive environment and you need to find a way of staying ____.

5. Notice what problems your boss is having, and come ____.

6. One way to propel ____.

7. The job involved really long hours and she was burnt ____.

8. These numbers just don't stand ____.

9. You need to get out ____.

10. You may not actually like everyone you work with, but if you're in a team you need to keep ____.
- a. ahead of the competition.

b. in with all your colleagues.

c. out from the crowd.

d. out from the late nights and stress.

e. the part of a good listener.

f. there and ask customers directly.

g. up for your plan.

h. up to detailed analysis.

i. up with solutions to help.

j. yourself forward is to put in the hours and be incredibly productive.

2. Match the multi-word verbs in 1 to these phrases with a similar meaning.

1. act as though you are _____

2. be exhausted from _____

3. defend your ideas and arguments _____

4. defend yourself against _____

5. do something actively _____

6. drive yourself ahead _____

7. maintain an advantage over _____

8. maintain good relations with _____

9. show how you are the best _____

10. think of _____
- Answer key**

1.

1. g / 2. c / 3.f / 4.a / 5.i / 6.j / 7.d / 8.h / 9.e / 10.b

2.

1. act as though you are **ahead of the competition**

2. be exhausted from **late nights and stress**

3. defend your ideas and arguments **up for your plan**

4. defend yourself against **detailed analysis**

5. do something actively **out there and ask customers directly**

6. drive yourself ahead **yourself forward and be productive**

7. maintain an advantage over **others in competition**

8. maintain good relations with **all your colleagues**

9. show how you are the best **out from the crowd**

10. think of **up with solutions to help**

3. Choose the correct words in *italics*.

1. **Broadening / Developing / Opening** its horizons and trying something new always keep corporations alive.
2. Doing a further training course should **place / put / post** you in a better position for promotion.
3. I don't want more responsibility so I would prefer to **move / go / change** to a different department but of the same company.
4. I want to do something that **aims / goes / takes** beyond the scope of my current position.
5. Inevitably, you will *come* **across / reach / find** a stage in life when you will welcome change and new challenges.
6. It can often be far more interesting to **go along / lead / follow** less conventional paths than climb the promotional ladder.
7. Sometimes it takes time to **develop / work / grow** into your role and do your job well.
8. Sometimes it's important to **put / take / walk** a step backwards before you can move forward, and try our best not to act impulsively.

Answer key

1. Broadening
2. put
3. move
4. takes
5. reach
6. follow
7. grow
8. take

1. Fill in the expressions with the words from the list.

come in - like - get on to - come back - understand - talk -
get - suppose - think - mention - keen on

- 1. So, let's _____ started. First, can we discuss ... ?
- 2. Perhaps you'd like to _____ us through some of the issues, Camilo.
- 3. You probably won't _____ this idea, but I think we should do some more research before ...
- 4. Would this be the right moment to _____ the contract details?
- 5. I'm sure you'll _____ the need to find the best possible candidate.
- 6. Can I suggest we _____ to this point about overtime later in the meeting?
- 7. I _____ so. But do you really _____ that will attract a better candidate?
- 8. I know you're not _____ Sandra's suggestion, Marco, but we do need to consider it.
- 9. If I could just _____ here for a moment, Janet? How should we ensure ... ?
- 10. I'll _____ the subject of pay scales in a moment.

2. Match each expression in 1 to categories a-f.

- a. Involving people:
- b. Disagreeing/Expressing reservation:
- c. Managing the discussion:
- d. Putting forward unpopular ideas:
- e. Putting forward ideas you're confident about:
- f. Asking permission to speak:

3. Correct the one mistake in each of these sentences.

- 1. Would you want to talk about that now, Sophie?
_____.
- 2. The obvious solution to this problem can be to advertise the position more widely.
_____.
- 3. The target of today's meeting is to draw up a short list of candidates.
_____.
- 4. It's interesting you had said that, because actually the opposite is true.
_____.
- 5. Could I only say something?
_____.
- 6. I'm not sure how your feelings are about this, but I think we need to review our recruitment policy.
_____.
- 7. But what makes you so true our company will benefit?
_____.
- 8. Given that Arturo does have much experience, wouldn't it be better to take on a contract worker?
_____.

4. Match the expressions in 3 to the categories in 2.

Answer key**1.**

1. get
2. talk
3. like
4. mention
5. understand
6. come back
7. suppose, think
8. keen on
9. come in
10. get on to

2.

- a. Involving people: **get started, come in**
- b. Disagreeing/Expressing reservation: **keen on** Sandra's **suggestion**
- c. Managing the discussion: **come back to this point, get on to the subject**
- d. Putting forward unpopular ideas: **like this idea**
- e. Putting forward ideas you're confident about: **understand the need**
- f. Asking permission to speak: **mention the contract details**

3. (Suggested answers)

1. Would you want to **come in** and talk about that now, Sophie?
2. The obvious solution to this problem can be to **get on to** advertising the position more widely.
3. The target of today's meeting is to **mention** drawing up a short list of candidates.
4. It's interesting you **come back** to that, because actually the opposite is true.
5. Could I just **talk** about something?
6. I'm not sure how you **understand** this, but I think we need to review our recruitment policy.
7. But what makes you so **keen on** the idea our company will benefit?
8. Given that Arturo does have much experience, wouldn't it be better to **think** of taking on a contract worker?
9. I **suppose** the solution we discussed is still valid.
10. I really **like** the idea you proposed during the last meeting.

4.

- a. Involving people: 1
- b. Disagreeing/Expressing reservation: 7, 9
- c. Managing the discussion: 2, 3
- d. Putting forward unpopular ideas: 8
- e. Putting forward ideas you're confident about: 10, 6
- f. Asking permission to speak: 4, 5

Expressing attitudes to the past

Third conditional

1. Use the third conditional to talk about past situations that did not happen.

*If you **had contacted** the supplier earlier, you **would have avoided** the delay.*

2. Only the situation in the clause with *had* (the if-clause) must be in the past. The other situation can be past, present, or future: something that did not happen, is not happening, or will not happen, but which is seen to be linked with the situation in the if-clause.

*If I **had accepted** the role at TechCorp, I **would have been promoted** before the company was sold.* (past situation, past result)

*If I **had accepted** the role, I **would have been able** to afford a new car by now.* (past situation, present result)

*If I **had accepted** the role, I **would have been able to** retire in five years.* (past situation, future result)

3. Instead of *would* in the result clause, we can use *might* for a less likely result and *could* to express possibility.

*If we **had reduced** our prices, more people **might have considered** our service.* (= would perhaps)

*If you **had informed** me about the project, I **could have made** the necessary arrangements.* (= it would have been possible for me to make the arrangements)

4. Informally, we can use *'d* as a short form of *had* in the *if*-clause and as a short form of *would* in the result clause.

I'd have replied if I'd known sooner.

5. We often use the third conditional to express regret or to analyze past actions (especially for criticisms).

*If I **had sold** my shares in June, I **would have made** a significant profit.*

6. When the past situation is negative, the effect is sometimes to congratulate ourselves or others for the actions they took. This can also happen with past situations that are not grammatically negative but which are seen as undesirable.

*If you **hadn't reminded** me about the deadline, we **would have missed** the submission date. Thank you so much!*

If we **had ignored** the auditor's warning, we'd **have faced** major legal issues. (It's a good thing we didn't!)

Perfect modals

1. The result clause in **bold** in this third conditional sentence uses a perfect modal (modal verb + perfect infinitive).

*If we had invested in the startup, **we could have lost a lot of money.***

This pattern is especially useful to talk about our likely actions if we were in the situation described.

*I **would have notified** my manager immediately rather than waiting.*

2. We can also use *could*, *might*, *should*, *ought to*, and *needn't* followed by perfect infinitives to talk about things that did not happen in the past. Notice that these perfect modals often express irritation and criticism.

*You **could have told** me that the meeting was postponed.*

*I **might have known** the client would cancel at the last minute.*

*They **should have clarified** the terms of the agreement before signing.*

*They **ought to have explained** the new policy to us sooner.*

Other ways of expressing condition

1. There are several other words we can use instead of *if* in the *if*-clause of a third conditional sentence.

***Suppose/Supposing** we had chosen a different supplier...*

***Imagine (if)** we had started the project last year...*

2. Use *if only* to emphasize regrets and wishes.

***If only** we had launched the product earlier, we'd be dominating the market by now.*

3. We can use *even if* to talk about an unreal past situation to say that it would make no difference to the situation in the result clause.

***Even if** we had extended the deadline, the contractor probably wouldn't have finished on time.*

We can use *whether* when we are talking about two or more past situations that would have had the same result.

***Whether** we had chosen to partner with Team A or Team B, the project would have been delayed.*

1. Match 1-10 to a-j.

1. Even if the interview had gone better,

2. I still don't think that

3. If I'd been born into a very rich family,

4. If the interview had gone better,

5. If you hadn't had four years' experience,

6. It would have been good

7. It's just as well

8. My first boss could have given me more support.

9. Whether I'd gone to Cambridge or not,

10. You needn't have sent a CV.

- a. my opportunities would have been similar.
- b. Your application form had all the relevant information.
- c. I might have got the job.
- d. if you'd told us about their offer.
- e. we wouldn't have given you the senior post.
- f. promotions at this level should be automatic.
- g. That's my biggest criticism of him.
- h. I probably wouldn't have got the job.
- i. we were able to match their offer.
- j. I don't think I would have had such drive.

Answer key

1. c
2. b
3. j
4. d
5. e
6. f
7. i
8. g
9. a
10. h

2. Rewrite these sentences using conditionals, starting with the words given.

1. I didn't ask for a pay rise. I didn't get one.
Even if _____.
2. The company didn't renew our season ticket. I couldn't go to the football game.
If _____.
3. They got rid of the air conditioning. The office is unbearably hot.
If only _____.
4. The airport staff called off their strike yesterday.
I'm in Spain now.
If _____.

3. Complete these sentences with words from the list.

would, might, should, had

1. Marketing _____ have let us see the promotional material before releasing it - it's terrible!
2. Perhaps you're right - I _____ have been a bit too direct.
3. I _____ have booked a taxi if I were you.
4. Kris might _____ finished earlier if the printer _____ been working.
5. I didn't realize you were so busy. You _____ have asked for my help.
6. I could _____ taken on some of your work - I had some free time last week.
7. If she _____ had the information last week she would have been able to include it in her presentation.
8. I can't find the receipts anywhere. I suppose it's possible that Nisan _____ have taken them from my desk so that she could process my expenses.
9. It _____ have been better if we had known about the delay to delivery sooner - we could have changed our plans, but it's too late now.
10. We _____ have bought that company when we had the chance. If we had, we'd be market leaders by now.

Answer key
2. Answers may vary.

- 3.**
1. should
 2. might
 3. would
 4. might, had
 5. should
 6. might
 7. had
 8. might
 9. would
 10. should

Key Expressions

Managing the discussion

- *So let's get started.*
- *The purpose of today's meeting is ...*
- *Can I suggest we come back to ... ?*
- *Coming back to ...*
- *I'll get on to that in a moment.*

Involving people

- *Perhaps you'd like to talk us through ...*
- *Did you want to talk about ... ?*

Asking for / giving permission to speak

- *Would this be the right moment to mention ... ?*
- *Could I just say something?*
- *If I could just come in there ...*
- *Go ahead.*

Putting forward unpopular ideas

- *I know you 're not keen on it, but ...*
- *You probably won't like this idea, but ...*
- *I'm not sure what your feelings are about this, but ...*

Putting forward ideas under consideration

- *We were wondering if ...*
- *Something else we've been thinking about is ...*

Putting forward ideas you are confident about

- *I'm sure you'll understand the need to ...*
- *The obvious solution to this problem must be to ...*

Disagreeing / Expressing reservation

- *It's interesting you should say that, because actually ...*
- *You're absolutely right, but ...*