

Grammar and practice answers

1 Corporate culture

(page 118 and 119 in the Student's Book)

1

past simple: said, happened, recognized, was, had, saw, didn't mention
past continuous: was doing, was working, was filling in, was entering
past perfect: had asked, had given, had applied for, hadn't found out

2

You use the past perfect to show that one event happened before another.
You use the past continuous to describe an activity in progress that gives the background to the main events.
You use the past simple to describe the main events of the story.

3

- 1 was revising / called
- 2 didn't hear / was reading
- 3 saw / was talking
- 4 was working / met

4

- 3 (we only know by the context)

5

- 1 got / had already worked
- 2 had just finished / called
- 3 was / hadn't seen
- 4 hadn't met / listened

6

- 1 finished / had finished
- 2 had already started
- 3 was / had been
- 4 had bought

7

- 1 b) 2 c) 3 a)

8

- 2 (return to a previous subject)

9

actually = in fact
after that = the next thing that happened was
apparently = it seems that
eventually = in the end
obviously = of course

10

- 1 was working
- 2 had just left
- 3 was serving
- 4 hadn't arrived
- 5 came
- 6 asked for
- 7 wanted
- 8 took
- 9 was sitting
- 10 placed
- 11 had never been
- 12 saw
- 13 was
- 14 had become

11

- 1 from *One day to naive*
- 2 from *Anyway to my life*
- 3 from *Of course to them all*
- 4 from *But, even today to that day*

13

- 1 You should ~~to~~ do it today.
- 2 You ought to do it today.
- 3 He ~~shoulds~~ do it today.
- 4 ~~Do I should~~ Should I do it today?

14

- 1 You should speak ...
- 2 You must speak ...

15

- 1 apply
- 2 applying
- 3 to apply
- 4 apply

16

- 1 That sounds like a good idea.
- 2 That might be worth trying.
- 3 I'm not sure about that because ...
- 4 No, that's not a good idea.

2 Customer support

(page 120 and 121 in the Student's Book)

1

| | |
|--------------------|--|
| Present simple | <u>Do</u> you work there? <u>Does</u> she work there? |
| Present continuous | <u>Are</u> you working there now? <u>Is</u> he working there now? |
| Past simple | <u>Did</u> you work there before? <u>Did</u> she work there before? |
| Past continuous | <u>Were</u> you working there then? <u>Was</u> he working there then? |
| Present perfect | <u>Have</u> you ever worked there? <u>Has</u> she ever worked there? |
| Past perfect | <u>Had</u> you already worked there? <u>Had</u> she already worked there? |
| Modals | <u>Would</u> you work here next year? |

Rule:

You form *yes/no* questions using:
auxiliary verb + subject + main verb

2

- 1 Did you buy
- 2 Do you have
- 3 Have you tried
- 4 Are you sitting
- 5 Will you reinstall

3

- 1 Yes, I do.
- 2 Yes, I am.
- 3 No, I didn't.
- 4 No, I haven't.

4

- 1 How much does
- 2 Why are
- 3 how far will
- 4 How do
- 5 what will

5

- 1 What
- 2 Which
- 3 Which
- 4 What

6

- 1 d)
- 2 c)
- 3 b)
- 4 a)

7

- 1 Who did you meet
- 2 Who met you
- 3 Who spoke
- 4 What did he speak

8

- 1 I wonder if I could possibly leave a few minutes early today?
- 2 a) grateful
b) appreciate

9

- 1 b)
- 2 a)
- 3 d)
- 4 c)

10

- 1 of course
- 2 certainly
- 3 sure

11

- 1 c)
- 2 a)
- 3 b)

12

Actually / To be honest

13

- 1 b) 2 e) 3 c) 4 d) 5 a)

14

- 1 You mustn't do it.
- 2 You have to do it.
- 3 You don't have to do it.

15

- 1 don't have to
- 2 mustn't
- 3 have to
- 4 mustn't
- 5 don't have to
- 6 have to

3 Products and packaging

(page 122 and 123 in the Student's Book)

1

- 1 an / a / a
- 2 the / the / the
- 3 - / - / -

2

- 1 a
- 2 the
- 3 no article

3

- 1 a / the
- 2 the / a
- 3 the / an
- 4 a / the

4

- 1 - / the
- 2 The / -
- 3 - / the
- 4 - / the

5

- 1 FedEx is an international company that / which operates in the transportation business.
- 2 Charlie Wang is a dynamic man who / that runs the New China Packaging Company.

6

Here is the package we designed last week.

7

You can leave out *who*, *which* or *that* in a defining relative clause if they are followed immediately by a pronoun or noun.

You must keep *who*, *which* or *that* if they are followed immediately by a verb.

8

- 1 These are the views of the consultants whose report was used by the government.
- 2 Look at this article about that German manufacturing company whose production was outsourced to Slovakia.

9

- 2 ✓
- 4 ✓

10

A non-defining relative clause simply adds extra information.

In a non-defining relative clause you use commas around the clause.

In a non-defining relative clause you cannot leave out *who* or *which*.

In a non-defining relative clause you cannot use *that*.

11

- 2 task force / focus group
- 3 sales forecast / hearing aid
- 4 market leader / stock control
- 5 price range / customer feedback

12

- 1 product design team
- 2 action film hero
- 3 staff development strategy
- 4 computer software engineer
- 5 customer feedback program
- 6 bridge construction project

13

- 2 a nice-looking action film hero
- 3 a long-term staff development strategy
- 4 a self-employed computer software engineer
- 5 a web-based customer feedback program
- 6 an over-budget bridge construction project

4 Careers

(page 124 and 125 in the Student's Book)

1

- 1 d)
- 2 c)
- 3 b)
- 4 a)

2

- 1 Do you work on Saturdays? / No, luckily I don't work on Saturdays.
- 2 Are you going for an interview today? / No, I'm not going today – the interview is tomorrow.

3

- 1 comes / is coming
- 2 have / am having

4

- 1 am doing
- 2 have
- 3 check
- 4 is staying
- 5 am waiting
- 6 do

5

- 1 The soup tastes delicious!
- 2 The soup is boiling. ✓
- 3 Sorry, I'm not following you. ✓
- 4 Sorry, I don't understand you.
- 5 What are you saying? ✓
- 6 What do you mean?
- 7 This book belongs to me.
- 8 This book is selling for €15 on Amazon. ✓
- 9 Please don't interrupt me – I'm doing a grammar exercise. ✓
- 10 This grammar exercise is easy – I know all of the answers.

6

- 1 c)
- 2 b)
- 3 a)

7

The present perfect has several uses, but it shows that the speaker is looking back from the present to the past. The present continuous has several uses, but it shows that a present action or situation is temporary. The present simple has several uses, but it shows that a present action or situation is permanent.

8

- 1 since
- 2 for
- 3 during
- 4 for
- 5 many years ago

9

for: used with periods of time; used with the past simple and present perfect; answers the question 'how long?'.
during: used with periods of time; used with the past simple; answers the question 'when?'.
since: identifies the point an event began; used with the present perfect.
ago: used to say how far back in the past something happened; used with the past simple.

10

- 1 just
- 2 already
- 3 yet
- 4 ever
- 5 never

11

When you talk about people's experiences up to now, you use the present perfect or present perfect continuous.
 When you focus on the action itself, not the result, you use the present perfect continuous.
 When you focus on the result, not the action, you use the present perfect.
 When you say *how many* you use the present perfect.

12

- 1 have been sending off / haven't had
- 2 have sent off / have been applying
- 3 has just received / has failed

13

- 1 went up
- 2 have gone up
- 3 go up
- 4 have worked
- 5 worked
- 6 work

14

- 1 want
- 2 applied
- 3 have been waiting
- 4 have decided
- 5 am sleeping

5 Making deals

(page 126 and 127 in the Student's Book)

1

- 1 b)
- 2 c)
- 3 a)
- 4 a)

2

- 1 Sentence a) is called the zero conditional and the time reference is general.
- 2 Sentence b) is called the first conditional and the time reference is future.
- 3 Sentence c) is called the second conditional and the time reference is future.

3

- 1 If we continue talking, I'm sure we'll find a compromise.
- 2 If I agree to that price, can you sign today?

4

- 1 b)
- 2 c)
- 3 a)

5

The first conditional refers to a likely event in the future. In the *if* clause you use any present tense (simple, continuous or perfect) and in the main clause you use *will* or other modals or the imperative.

6

- 1 I'll
- 2 we might be able to
- 3 I should be able to

7

When the *if* clause comes at the end, you leave out the comma in writing.

8

- 1 S
- 2 D
- a) uncertainty
- b) certainty

9

- 1 Unless
- 2 If
- 3 If
- 4 Unless

10

- 1 Unless we leave now, ...
- 2 Unless he agrees to our terms, ...

11

- 1 a)
- 2 d)
- 3 c)
- 4 b)

12

- 1 If I was the boss of this company, I would improve communications by having regular meetings.
- 2 If we paid a 50% deposit now, would you reduce the price to €25,000?

13

The expressions *providing*, *provided*, *as long as* and *so long as* all mean *if* and *only if*. They emphasize the condition. They have a second conditional form, so they are followed by a verb in the past simple.

14

- 1 I suggest ~~we~~ to buy the cheaper model.
- 2 I recommend ~~it~~ that we have a short break.
- 3 I advise ~~that~~ you to look again at the figures.
- 4 What do you suggest ~~me~~?
- 5 I recommend ~~you~~ not parking here.

6 Company and community

(page 128 and 129 in the Student's Book)

1

- 1 a)
- 2 b)
- 3 b)
- 4 A lot of illegal immigrants were employed last year.

2

- 1 b)
- 2 a)
- 3 d)
- 4 c)

3

ending 1 makes a better link

4

- 1 Car parts are made here.
- 2 The river is being polluted.
- 3 The law was obeyed.
- 4 I have been offered the job.
- 5 Fake goods were being sold.
- 6 This policy can be changed.
- 7 We might be fined.
- 8 This will be decided later.

5

- 1 The environment has been put at the centre of our future planning.
- 2 The idea of corporate social responsibility was introduced by Johnson & Johnson.
- 3 The elevator is serviced every week.
- 4 The elevator was serviced last week by that guy with the crazy look in his eyes.
- 5 A hundred new employees are being hired this month.
- 6 My flight was delayed.
- 7 My flight was delayed by a major security alert involving 80 Chechnian terrorists.
- 8 The environment must be protected.

6

A terrible gas leak occurred in Bhopal in 1984 – it seems that the disaster was caused by an act of sabotage.

7

- 1 e)
- 2 b)
- 3 c) and d)
- 4 a)
- 5 g)
- 6 f)
- 7 h)

8

- 1 ✓
- 2 ✓
- 3 ✓
- 4 ✓

9

She said that they'd give me their answer today.

10

- 1 She said that she would do that.
- 2 She told me that she would do that.
- 3 She said to me that she would do that.
- 4 She asked me what I would do.
- 5 She asked me if I would do that.
- 6 She asked me what I was doing.
- 7 She asked me when I would arrive.

11

- 2 She announced that they were stopping all production.
- 3 He reassured me that they had fitted new filters.
- 4 She replied that they could do absolutely nothing.

7 Mergers and acquisitions

(page 130 and 131 in the Student's Book)

1

- 1 b) 2 a) 3 e) 4 c) 5 d)

2

'Good morning, ladies and gentlemen. I've called this press conference because of the rumours circulating in the media about our M&A strategy. Over the next few years our bank will become a major player in Central Europe, and naturally we will look at strong local banks as possible targets for acquisition. But we won't make any decisions until we have studied the market carefully. There has been much comment about possible job cuts, but I want to reassure you that the staff of a bank are amongst its most valuable assets. When we do make a move, there won't be significant job losses at the bank we acquire. In any case, we will deal with this issue at the time, and I have no further comment to add now.'

3

- 1 There will probably be significant job losses.
2 There probably won't be significant job losses.

4

- 1 b)
2 e)
3 a)
4 c)
5 d)

5

- 1 d)
2 b)
3 e)
4 a)
5 c)

6

- 1 prediction
2 plan
3 prediction
4 plan

7

- 1 Citibank are going to make a bid for Tatra Banka.
2 We're not going to have enough time.

8

am flying / are coming / are giving

9

- 1 are going to make
2 will probably start
3 I'll come back
4 we're going to go

10

- 1 it will definitely
2 it's almost certain to
3 it's likely to
4 it might
5 it might just
6 there's not much chance it will
7 there's no way it will

11

- 1 There's a good chance the merger will go ahead.
2 The merger will definitely go ahead.
3 The merger definitely won't go ahead.
4 The merger might just go ahead.
5 The merger is almost certain to go ahead.
6 It's highly likely the merger will go ahead.
7 We fully expect the merger to go ahead.

12

- 1 T
2 F ('could not' means 'it is impossible')
3 T

8 International trade

(page 132 and 133 in the Student's Book)

1

- 1 at / after
2 from / until
3 on
4 by
5 for / during
6 within

2

- 1 by
2 at
3 during
4 ~~While~~
5 During
6 In the last year
7 ~~Last year~~

3

- 1 lunch
2 the summer
3 the morning

4

- 1 Ø
2 Ø
3 Ø
4 Ø
5 Ø
6 Ø

5

- 1 by
2 until
3 until
4 By
until means 'up to'
by means 'on' or 'before'

6

- 1 on time
2 in time
3 in time
4 on time
in time means 'with enough time'
on time means 'at the right time'

7

in the end means 'eventually' or 'finally'
at the end refers to the last part of something
by the end means 'at' or 'before the end'
towards the end means 'near the end'
at last shows pleasure because something happens that you have been waiting for

8

- 1 S
2 S

9

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

10

- 1 complained to / apologized for
2 rely on / hear about
3 conform to / succeeded in
4 insist on / look forward

11

- 1 invest in
2 consists of
3 comply with
4 depends on
5 insure against
6 apply for
7 suffer from
8 agree with

12

- 1 in
2 for
3 for
4 to
5 with
6 on
7 for
8 on
9 to
10 for

13

- 1 involvement
2 substitute
3 ratings
4 dealings
5 damaging
6 levy
7 tax
8 credit-worthiness