**Unit 2 : Organisations**

**Vocabulary 1 ( page 20)**

1 temporary

2 tenacity

3 systematic

4 adequate

5 peak

6 shrunk

7 appropriate

8 regimented

**Vocabulary 2**

**Coined expressions**

1 net speak

2 information overload

3 credit crunch

4 core competency

5 best practice

6 team player

7 bottom line

8 social networking

**Language check:**

1/Articles: the,an, a

Possessive adjectives: our, its

Demonstrative adjectives: those, this

Quantifiers: next six, few, all, three, some, half, each

Wh-determiners: whatever, whose

Negative determiners: neither, no more, no

2/ 1 the, so 6 -

2 the , the, the 7 the

3 – 8 a

4 – 5 -

**Practice Page 23**

1. Whose Career skills:
2. the 1: b
3. whatever 2: e
4. no 3: a
5. neither 4: d
6. few 5: c
7. its
8. any
9. a
10. one

**Unit 3: Change**

**Vocabulary 1 ( page 30)**

A Stiffer competition, extravagance, complaints, complacency, stagnated

**Vocabulary 2 ( prefixes with verbs)**

Counteract, overcome, reconsider, subcontract, outdate, redesign, subdivide, underestimate, degrade, relocate, undermanage, outperform, overact, overestimate, overvalue, react

**Practice ( page 30)**

1 counteract

2 complaints

3 stiffer competition

4 redesigning

5 relocating

6 reconsidering

7 underestimated

8 complacency

9 react

**Usage: idioms with track:**

1 d 2 f 3 c 4 a 5 h 6 e 7b 8g

1 Covering their tracks 4 a proven track record 7 fast track

2 to track him down 5 are on the right track 8 keep track of

3 lost track of 6 back track