

Vocabulary:

Match the phrase with its closest synonym

|                 |    |                |
|-----------------|----|----------------|
| 1. Drop by 50%  | G) | a. Deteriorate |
| 2. Rise by 100% | C) | b. Recover     |
| 3. Get better   | H) | c. Double      |
| 4. Get worse    | A) | d. Raise       |
| 5. Bounce back  | B) | e. Expand      |
| 6. Grow         | E) | f. Lower       |
| 7. Put up       | D) | g. Halve       |
| 8. Bring down   | F) | h. Improve     |

Match the verb with its closest antonym

|              |     |               |
|--------------|-----|---------------|
| 1. Rise      | D)  | a. Plummet    |
| 2. Raise     | E)  | b. Be flat    |
| 3. Take off  | A/C | c. Bottom out |
| 4. Expand    | F)  | d. Fall       |
| 5. Fluctuate | B)  | e. Lower      |
| 6. Peak      | C/A | f. Shrink     |

Complete the sentence with a phrasal verb from the box:

|             |            |            |           |
|-------------|------------|------------|-----------|
| Bounce back | Bottom out | Bring down | Level off |
| Pick up     | Put up     | Slip back  | Take off  |

- If your prices are too high, you have to bring them down.
- If your prices are too low, you have to put them up.
- If sales reach their lowest level, they bottom out.
- If sales recover after a period of downward movement, they bounce back.
- If sales go up a little after being flat for some time, they pick up.

6. If sales go up a lot after being flat for some time, they take off.
7. If profits were going up – or down – and then become stable, they level off.
8. If profits go down a little after a period of growth, they slip back.

**Pick the correct word.**

1. The verbs “rise” and “grow” are similar. However, *rise* / **grow** is more common for longer periods of time, and where there is a total increase in size (e.g., describing the economy).
2. The phrasal verb “grow up” refers to the change from being a child to being an adult. It *can also* / **cannot be** used to refer to things like profits or the economy.
3. The phrasal verb “fall down” refers to movements towards the ground. It *can also* / **cannot** be used to refer to things like sales or profits.
4. We can “raise/lower” prices or “put up / bring down” prices. However, **the first two examples** / *last two examples* are slightly more formal and can refer to a change in the level or standard of something as well as price.

**Decide if the sentences are correct (is the verb transitive, intransitive, or both)**

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. We cut costs by 5%.     | 7. Inflation raised by 2%.         |
| 2. We fell costs by 5%.    | 8. Inflation rose by 2%.           |
| 3. Profits cut by 5%.      | 9. We increased sales by 4%.       |
| 4. Profits fell by 5%.     | 10. Sales increased by 4%.         |
| 5. We raised prices by 2%. | 11. We went up market share by 3%. |
| 6. We rose prices by 2%.   | 12. Market share went up by 3%.    |

**Rewrite the verbs in their -ing form to create adjectives.**

|        |      |      |        |      |
|--------|------|------|--------|------|
| Expand | Grow | Rise | Shrink | Soar |
|--------|------|------|--------|------|

1. A shrinking budget (decreasing in size)
2. An expanding business (increasing in size)
3. A growing problem (increasing over a long period)
4. rising inflation (increasing)
5. soaring costs (reaching a very high level)

**Fill in the missing letters to create adverbs.**

1. rapidely (quickly)
2. gradually (slowly and by small amounts)
3. steadily (in a constant, regular way)
4. slightly (a little)
5. marginally (fractionally)
6. significantly (in a large and noticeable way)
7. sharply (suddenly and by a large amount)
8. drastically (suddenly and surprisingly)

**Do these sentences make sense?**

1. Profits have risen steadily over recent years.
2. Sales plummeted marginally in July.
3. The price of oil soared gradually last year.
4. Share prices dropped back slightly last week.
5. Unemployment numbers leveled out sharply.

### Write the noun form of these verbs

- |                                     |                               |
|-------------------------------------|-------------------------------|
| 1. Cut <u>cut</u>                   | 6. Improve <u>improvement</u> |
| 2. Deteriorate <u>deterioration</u> | 7. Increase <u>increase</u>   |
| 3. Fall <u>fall</u>                 | 8. Recover <u>recovery</u>    |
| 4. Grow <u>growth</u>               | 9. Reduce <u>reduction</u>    |
| 5. Halve <u>half</u>                | 10. Rise <u>rise</u>          |

### Rewrite the sentences with "adjective + noun"

- Sales fell slightly. → There was a slight fall in sales.
- Profits rose steadily. → We saw a steady rise in profits.
- The economy improved gradually. → There was a gradual improvement in the economy.
- We need to reduce costs sharply. → We need to see a sharp reduction in costs.

### Pick the correct word

- I'd like you to look at the blue segment on this next bar chart / pie chart.
- I'd like to draw your attention to the heading / title at the top of each column of this table.
- I'm sorry, the heading / title of this next slide is off the screen, but at least you can see the graph.
- The horizontal axis is marked with / labeled with the months of the year.
- Sales growth has been very rapid – as you can see from the steep / shallow slope of this graph.

### Match the approximate figure to an exact figure

|                               |                                   |
|-------------------------------|-----------------------------------|
| 1. 90 (3) I/K/P               | a. Just over 150                  |
| 2. 146 (3) C/E/L              | b. Around 150                     |
| 3. 154 (2) A/G                | c. Just short of 150              |
| 4. 190 (1) M                  | d. Roughly 150                    |
| 5. 240 (1) J                  | e. Not quite 150                  |
| 6. 140 to 160 (6) B/D/O/F/H/N | f. Almost 150                     |
|                               | g. Some 150                       |
|                               | h. 150 or so                      |
|                               | i. Far less than 150              |
|                               | j. Way, way over 150              |
|                               | k. Nowhere near 150               |
|                               | l. Slightly more than 140         |
|                               | m. Somewhat more than 150         |
|                               | n. 150 give or take a little      |
|                               | o. Somewhere in the region of 150 |
|                               | p. Nothing like as much as 150    |

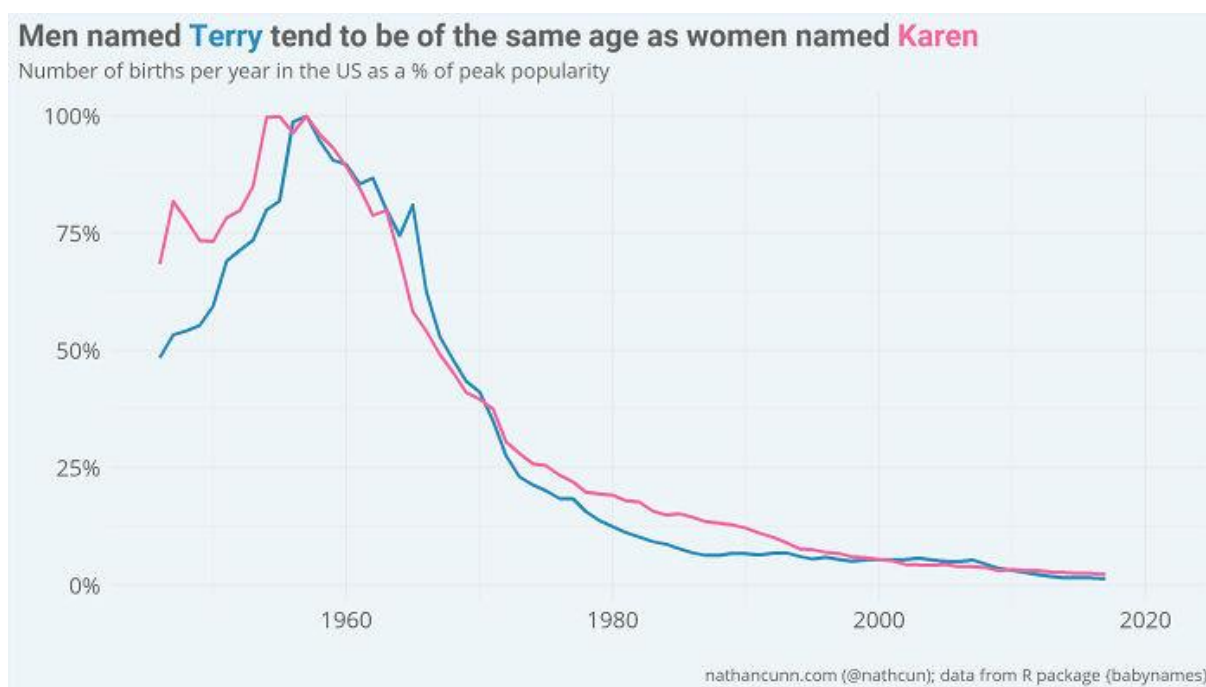
### Fill in the blanks with a preposition where necessary (one doesn't need a preposition)

|      |         |      |      |      |
|------|---------|------|------|------|
| At   | Between | Down | From | In   |
| Into | Of      | On   | To   | With |

- Last years sales rose from €7m to €7.5m. So that's an increase of €0.5m.
- Last year, there was an increase in sales of 8%.
- Our market share now stands at 28%.
- One in five (=one out of every five) of our products never makes a profit.
- Two million XXXXXX euros were spent on television advertising.

6. Unemployment figures have been relatively stable for some time, fluctuating between 4.3% and 4.6%.
7. There hasn't been much movement in the unemployment figures for some time.
8. Sales rose in line with predictions.
9. From January 1<sup>st</sup> to now, sales have gone up by €0.5m. So that's a year- to -year increase of 8%.
10. In this pie chart, sales are broken down by region.
11. In this pie chart, the whole country is divided into five regions.

## Graph Descriptions



## Performance review:

| Expect | Feedback | Get to know | Increase | Reward | Work |
|--------|----------|-------------|----------|--------|------|
|--------|----------|-------------|----------|--------|------|

1. Give employees feedback on their performance
2. Let employees know which areas they need to work on
3. Communicate decisions such as salary increase or a promotion
4. Remind workers what their managers expect of them
5. Reward employees who exceed expectations
6. Help managers to get to know the employee better

## Describe the worker's performance

| Excellent | Good | Poor | Satisfactory |
|-----------|------|------|--------------|
|-----------|------|------|--------------|

1. Joe is often late for work and never achieves his sales targets: Poor

2. Kate is very thorough, but this often means that her work is a little slow: Satisfactory
3. Daniel always does what his managers expects of him: Good
4. Charlie always exceeds his sales targets. He often stays in the office later than everyone else:  
Excellent

**Listening:**

1. How does Tony's manager feel about his performance overall?
2. What are does Tony need to work on?
3. How many calls was Tony handling last year?
4. How many calls is Tony handling this year?
5. What is the increase in customer service costs this year?
6. What salary increase does Tony's manager offer?
7. How does Tony feel about his performance review?

**Complete the expressions:**

1. We really a \_\_\_\_\_ your \_\_\_\_\_
2. O \_\_\_\_\_, your performance this year has been \_\_\_\_\_, and I am \_\_\_\_\_ about that.
3. The only \_\_\_\_\_ is \_\_\_\_\_ the efficiency of your work.
4. There are some \_\_\_\_\_ that could be \_\_\_\_\_.
5. When it \_\_\_\_\_ keep \_\_\_\_\_ our customers happy, your work is excellent.
6. Ok, that s \_\_\_\_\_ f \_\_\_\_\_
7. To be \_\_\_\_\_, I \_\_\_\_\_ed a little more.
8. I think you have a lot of p retention

**Homework:**

- Create a mock job interview with a partner
- The interviewer should ask questions about the person's professional and academic background
- The interviewee should be able to easily answer these questions and ask the interviewer about the company/job
- Pick whatever job and company interests you the most and create a 5 minute long interview