

# REVIEW UNIT B

## ▼ AGENDA

- Grammar **1–5**
- Focus on functions **6–7**
- Vocabulary **8**

This unit reviews all the main language points from Units 5–8. Complete the exercises. Use the Pocket Book for areas that you need to review again.

### 1 Passives: Present Simple, Present Continuous, Present Perfect Simple, Past Simple, Will Future

- 1 Complete the description of the Social and welfare programme of Julie Voelckel's company. Use the correct tense and form of the verb in brackets. Be careful: five of the verb forms are active rather than passive.

Our Social and welfare programme \_\_\_\_\_<sup>1</sup> (introduce) ten years ago. A Social and welfare co-ordinator \_\_\_\_\_<sup>2</sup> (appoint), and since then the job \_\_\_\_\_<sup>3</sup> (do) by four different people. The company \_\_\_\_\_<sup>4</sup> (develop) the programme over the years. In the early days they \_\_\_\_\_<sup>5</sup> (organize) reading groups and yoga classes, but recently lots of sports events \_\_\_\_\_<sup>6</sup> (arrange). Last year I \_\_\_\_\_<sup>7</sup> (play for) the company basketball team. We also go running regularly, and at the moment we \_\_\_\_\_<sup>8</sup> (encourage) to take part in next year's marathon. We \_\_\_\_\_<sup>9</sup> (take) on a

ten-kilometre run every Friday by our fitness coach. All our training equipment \_\_\_\_\_<sup>10</sup> (provide) by the company, and we \_\_\_\_\_<sup>11</sup> (give) time off to train. I enjoy it but I'm not very fast, so perhaps I \_\_\_\_\_<sup>12</sup> (not pick) for the final team next year, but I \_\_\_\_\_<sup>13</sup> (support) my colleagues. The Social and welfare programme is a very important part of our working life. It's enjoyable and I \_\_\_\_\_<sup>14</sup> (learn) new skills, but most of all we all feel that we \_\_\_\_\_<sup>15</sup> (not treat) as just workers, but as people.

- 2 Write six questions about the programme based on the text. Use a range of tenses, some active and some passive.

Example *When was the programme introduced?*

### 2 Past Simple, Past Continuous, Past Perfect

Work in pairs. Complete the sentences. Use the Past Simple of the verb in brackets. Then continue the sentence in two ways, using the Past Continuous and the Past Perfect.

Example *I felt (feel) embarrassed at the wedding reception because I was wearing jeans / I had forgotten to buy a present.*

- 1 When I \_\_\_\_\_ (leave) home this morning ...
- 2 She \_\_\_\_\_ (choose) to work in another country because ...
- 3 He \_\_\_\_\_ (write) a letter of apology to the client because ...
- 4 When I \_\_\_\_\_ (begin) this course ...
- 5 The company \_\_\_\_\_ (take over) one of its competitors when ...
- 6 They \_\_\_\_\_ (want) to take a break because ...

### 3 Modal verbs

Complete the table below with verbs from the box.

must  
could  
have to  
don't have to  
needn't  
may  
shouldn't  
can  
mustn't  
should  
might

#### 1 Necessity/Obligation    2 No necessity/obligation    3 Necessity/Obligation not to do something

need to		is/are forbidden
is/are required	don't need to	is/are prohibited
<b>4 Advice</b>	<b>5 Possibility</b>	<b>6 Permission</b>
	can	
	may	
		is/are permitted
is/are recommended		is/are allowed

be good at  
enjoy  
decide  
like  
would love  
want  
be used to  
don't mind  
be interested in  
remember  
manage  
stop  
look forward to

#### 4 Arrangements and intentions: Present Continuous, *be going to* + infinitive, *will* + infinitive

Complete the sentences with the correct form of the verb in brackets.

- 1 I'm afraid I can't come to the conference. I \_\_\_\_\_ (fly) to Paris then.
- 2 According to the timetable, the train \_\_\_\_\_ (leave) at exactly 12.05.
- 3 I've decided I want to do that training course so I \_\_\_\_\_ (ask) the Human Resources Manager to send me.
- 4 The email's not working again! I \_\_\_\_\_ (have to) fax this document instead.
- 5 We can meet next Tuesday if you want. I \_\_\_\_\_ (give) a presentation in the afternoon, but I \_\_\_\_\_ (not do) anything in the morning.
- 6 I see from the schedule that you \_\_\_\_\_ (take) your holiday in August. In that case, I \_\_\_\_\_ (not take) mine until September.

For each sentence, ask for clarification.

Example 1 *Sorry? Where are you flying to?*

#### 5 Gerunds and infinitives

- 1 Write eight sentences about your personal attitude to work or study. Choose from the verbs in the box.

Example *I'm quite good at organizing things.*

- 2 Ask your partner questions to find out if they have a similar attitude to work or study.

Example *Are you good at organizing things?*

#### 6 Leaving recorded messages, Requests and offers, Exchanging information, Texting

- 1 Write recorded messages to leave on someone's answerphone.
  - two requests to do something
  - two offers to do something
  - two messages asking for information
- 2 Work in pairs. Say the messages to each other. Make notes on the messages you receive.
- 3 Respond to the messages by leaving a return message.
- 4 Write a mobile text message for two of the messages.

#### 7 Types of business communication, Giving talks and presentations

- 1 How many different types of communication have you used in the last week in your place of work or study?
- 2 Tell your partner about the different types and explain why you used each one.
- 3 Prepare a presentation on the advantages and disadvantages of different types of business communication.
- 4 Give the presentation to the other students.

#### 8 Vocabulary test

Work in two groups, A and B. Write a vocabulary test to give to the other group. Choose ten of the words below. Write a sentence or phrase to help the other group guess the word.

Example Word *ambitious*

Clue *keen to achieve things and do well*

ambitious ✓	delegate	GDP	initiative	air-conditioning
outsourcing	allocate	fitness centre	crash	crash course
cosmopolitan	updated	conservation	stressful	install
itinerary	direct debit	uptight	accessible	early retirement
infrastructure	volunteer	small talk	fund-raising	shopping mall