

ANNE RAYNAL

# ANGLAIS LANGUE ET AFFAIRES

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SEMESTRE 3 2021 22

## TD 1

### FACTS AND FIGURES

#### Basics

There are a number of ways you can say 0 in English.

	When we use it	For example:-
<b>0 = oh</b>	after a decimal point	9.02 = "Nine point oh two."
	in bus or room numbers	Room 101 = "Room one oh one." Bus 602 = "Bus six oh two."
	in phone numbers	9130472 = "Nine one three oh four seven two."
	in years	1906 = "Nineteen oh six."
<b>0 = nought</b>	before a decimal point	0.06 = "Nought point oh six."
<b>0 = zero</b>	in temperature	-10°C = "10 degrees below zero."
	US English for the number	0 = "Zero"
<b>0 = nil</b>	in football	Chelsea 2 Manchester United 0 = "Chelsea two Manchester United nil."
<b>0 = love</b>	in tennis	20 - 0 = "Twenty love."

~ **k** ~The letter k is often used to denote a thousand. So, 1k = 1,000.

~ **m** ~The letter m is often used to denote a million. So, 1m = 1,000,000.

~ **bn** ~The letters bn denote a billion. So, 1bn is *usually* 1,000,000,000

#### Fractions

$\frac{1}{8}$ One eighth	$\frac{1}{5}$ One fifth	$\frac{1}{4}$ One quarter	$\frac{3}{4}$ Three quarters
$\frac{1}{3}$ One third	$\frac{2}{3}$ Two thirds	$\frac{1}{2}$ One half	$\frac{1}{10}$ one tenth

**trois millions de livres :** three million pounds

**cinq millions de dollars :** five million dollars

**sept milliards d'euros :** seven billion euros

**Des centaines de roubles :** hundreds of roubles

**Des milliers de yen :** thousands of yen (no S)

**Des centaines de milliers de yuan :** hundreds of thousands of yuan (no S)

**Plusieurs milliers de roupies :** several thousand rupees

**Les quatre premiers jours de mars :** the first four days of March

**Le troisième trimestre de l'année :** the third quarter of the year

**Le premier semestre :** the first half / The first six months of the year

**Au cours des deux premiers trimestres :** over / in / during the first two quarters

**Les chiffres trimestriels du chômage :** the quarterly figures of unemployment

**Les statistiques mensuelles :** the monthly statistics

**Les chiffres semestriels :** the half-yearly figures

**Deux tiers :** two thirds

**Trois quarts :** three quarters

**Un sixième:** one sixth

**Deux cinquièmes :** Two fifths

**Cinq neuvièmes :** Five ninths

**une demi-heure :** half an hour

**une heure et demie :** an hour and a half

**augmenter de 6% :** to increase **by** 5%

**une augmentation de 3% :** an increase **of** 3% or a 3% increase

**une baisse de la production:** a drop **in** production

Les adjectifs numéraux cardinaux sont invariables **sauf** quand ils désignent une quantité imprécise. Dans le cas où ils désignent une quantité imprécise, ils s'accordent au pluriel et sont suivis de **of**.

**Hundred, thousand, million, billion** sont invariables quand ils sont multipliés par un nombre précis :  
- **three hundred magazines, three thousand newspapers, three million readers** : *trois cents revues, trois mille journaux, trois millions de lecteurs*

- **ten thousand dollars** (*dix mille dollars*) mais **tens of thousands of euros** (*des dizaines de milliers d'euros*)
- **two dozen items** (*deux douzaines d'articles*) mais **dozens of items** (*des douzaines d'articles*)
- **eight hundred thousand lines of data** (*huit cent mille lignes de programmation*) mais **hundreds of thousands of lines of data** (*des centaines de milliers de lignes de programmation*)

**1) Read the following figures then write them in full letters :**

642	7,437	23,687	366,998
1,427,238	\$8,892	£10,351	€127,463
2,014,388	11 <sup>th</sup> November 1918	25,012	72.008
12569978	22 <sup>nd</sup> December 2050	Tel 0224 571246	43 <sup>rd</sup> floor
5,000,450,017	14 to 30	1,556	0.57

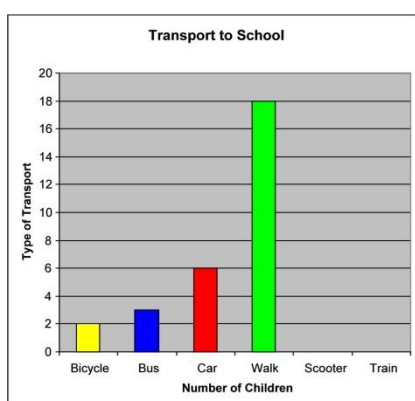
**2) Write the following prices using symbols (£, \$, €) and figures:**

Ten billion pounds      four and a half million Euros      one thousand two hundred and ten dollars  
 Fifty cents (2 possib)      fifty pence      twenty-five thousand and sixty-nine pounds

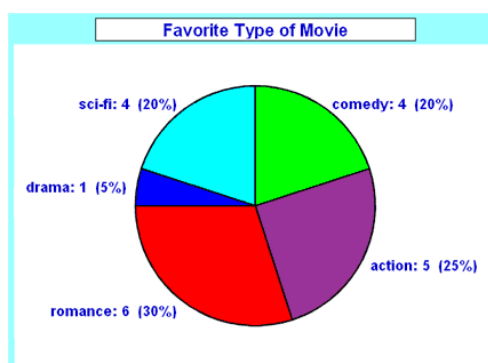
## GRAPHS AND CHARTS

### Different types of graphs and charts

#### Bar charts

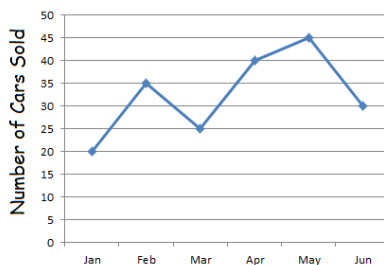
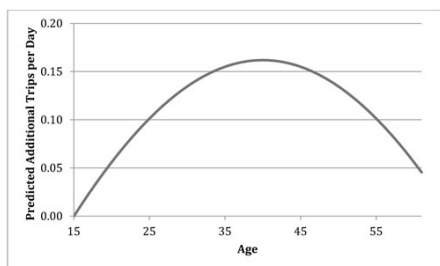


#### Pie charts



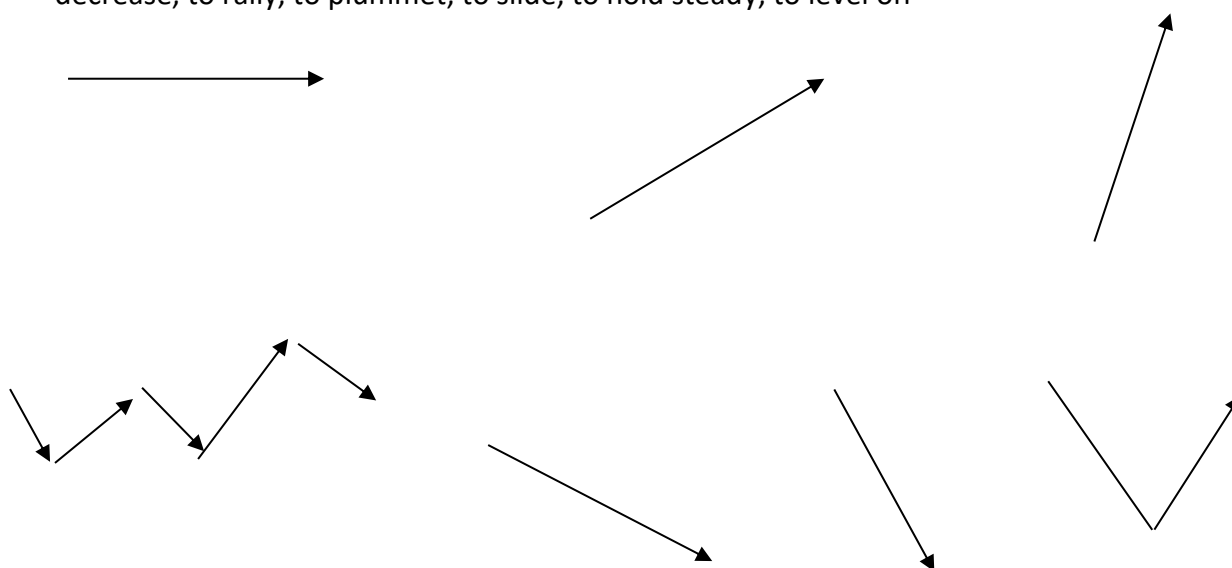
Graphs : smooth curve

angular curve



### 3) Classify the verbs under the different symbols.

To decline, to bounce back, to crash, to flatten out, to fluctuate, to stabilise, to climb, to rocket, to soar, to drop, to increase, to recover, to collapse, to fall, to rise, to plunge, to decrease, to rally, to plummet, to slide, to hold steady, to level off



### 4) Find the corresponding nouns when they exist

### 5) Say whether the following words are adjectives or adverbs and find the other form

Dramatic, sharp, substantially, significant, swiftly, quick, rapid, steady, slowly, gradually, considerable

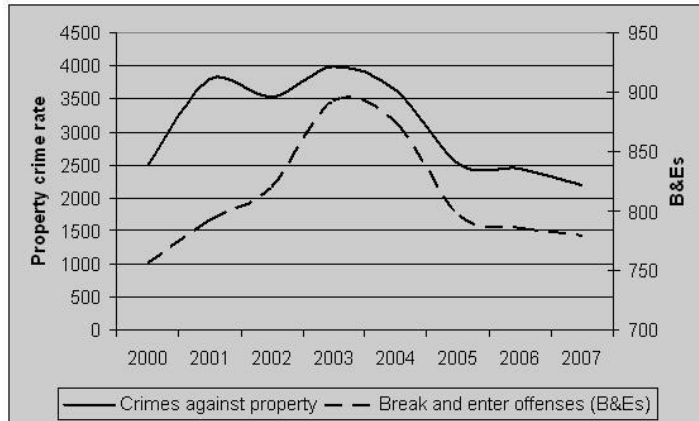
### 6) Complete the following sentences (with expressions meaning les 3 premiers, les 5 derniers, etc):

- January, February and March are..... months of the year.
- L1 and L2 are ..... years at university.
- Thursday and Friday are..... days of the working week.
- The second half year corresponds to ..... quarters of the year or .....months of the year.

## TD 2

### 1) Look at the graph and choose the correct word.

The total property crime rate and B&E rate between 2000 and 2007



Unit of count : offences per 100,000 population

This report examines the changes in the total property crime rate and the break and enter rate between 2000 and 2007.

In 2000 the total property crime rate was 2,500 offences per 100,000 population. Then the rate rose <sup>1</sup> (sharply/sharp) and reached 3,800 in 2001. After a <sup>2</sup> (moderate/moderately) fall in 2002, the rate started to <sup>3</sup> (increase/decrease) again and reached a <sup>4</sup> (peak/top) in 2003. However, after <sup>5</sup> (stabilising/fluctuating) for some months, the total property crime rate dropped <sup>6</sup> (considerably/considerable) throughout 2004 and the beginning of 2005.

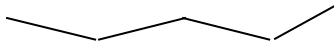
The rate stayed at about 2,400 offences from mid-2005 <sup>7</sup> (to/until) mid-2006 before <sup>8</sup> (decreasing/decrease) again.

In 2000 the break and enter rate was about 760 offences per 100,000 population. <sup>9</sup> (From/since) 2000 to 2003, there was a steady <sup>10</sup> (upward/downward) trend in the BE rate. The rate <sup>11</sup> (reached/arrived) its highest point in 2003 and then <sup>12</sup> (showed/fell) a significant downward trend until mid-2005. After being stable for a few months, the rate continued to fall <sup>13</sup> (slightly/slight), dropping to around 780 in 2007.

The total property crime rate fluctuated from 2000 to 2003, whereas the break and enter rate showed a general upward trend. Both rates peaked in 2003, fell significantly until mid-2005, stabilised for some months and <sup>14</sup> (fell/grew) slightly during 2006 and 2007.

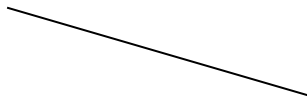
**2) Opposite each graph, you have four statements which describe each graph. Decide which statement is correct in each case. There may be more than one answer.**

A



- i. The trend in customer numbers was upward.
- ii. Customer numbers fluctuated slightly.
- iii. There were considerable fluctuations in customer numbers.
- iv. There were fluctuations in customer numbers.

B



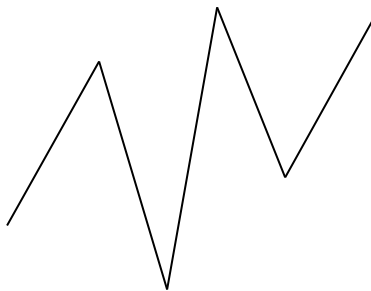
- i. The number of customers fell dramatically
- ii. Customer numbers fell.
- iii. Numbers fell steadily.
- iv. There was a dramatic drop in customer numbers.

C



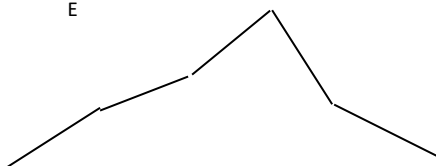
- i. The trend in customer numbers was upward.
- ii. Customer numbers fluctuated wildly.
- iii. There was a downward trend in customer numbers.
- iv. Customer numbers were erratic.

D



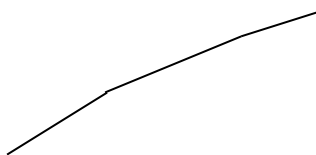
- i. The trend in customer numbers was downward.
- ii. Customer numbers fluctuated slightly.
- iii. There were wild fluctuations in customer numbers.
- iv. There were fluctuations in customer numbers.

E



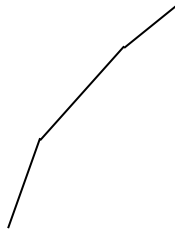
- i. The trend in customer numbers was upward.
- ii. Customer numbers hit a peak.
- iii. There was a peak in customer numbers.
- iv. There was a slight dip in customer numbers.

F



- i. The trend in customer numbers was flat.
- ii. Customer numbers rose.
- iii. Customer numbers rocketed.
- iv. There was steep rise in customer numbers.

G



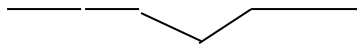
- i. Customer numbers soared.
- ii. Customer numbers rocketed.
- iii. There was a steep rise in customer numbers.
- iv. There was a gradual rise in customer numbers.

H



- i. There was a steady fall in customer numbers.
- ii. Customer numbers fluctuated.
- iii. Customer numbers plunged.
- iv. The trend was flat.

I

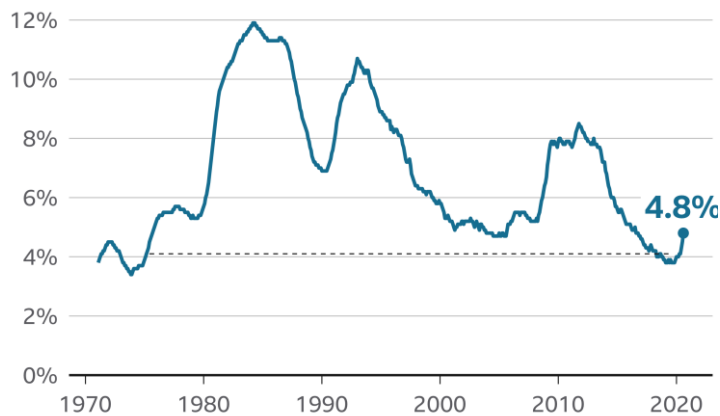


- i. There was a slight dip in customer numbers.
- ii. The trend in customer numbers was upward.
- iii. Customer numbers dipped.
- iv. Customer numbers reached a peak.

### 3) Check the following graph and choose the right answers

#### UK unemployment rate rises to 4.8%

Percentage of economically active people aged over 16 who are unemployed



Source: Office for National Statistics. Margin of error:  $\pm 0.4\%$

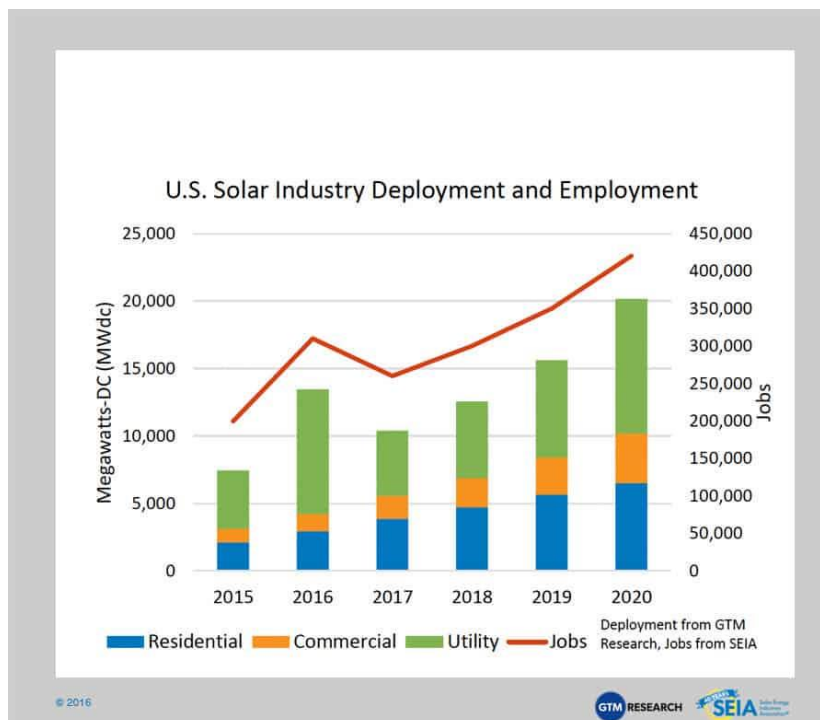
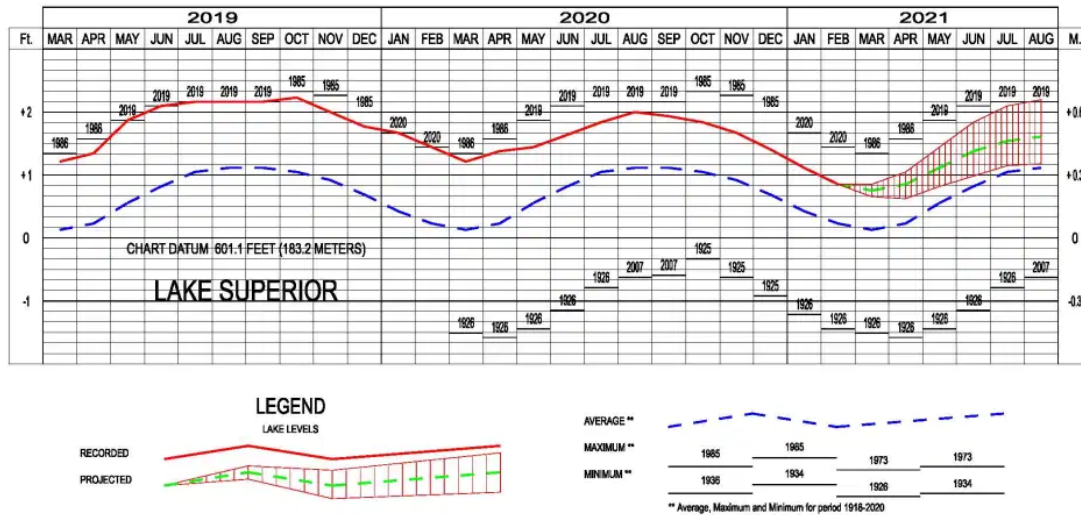
BBC

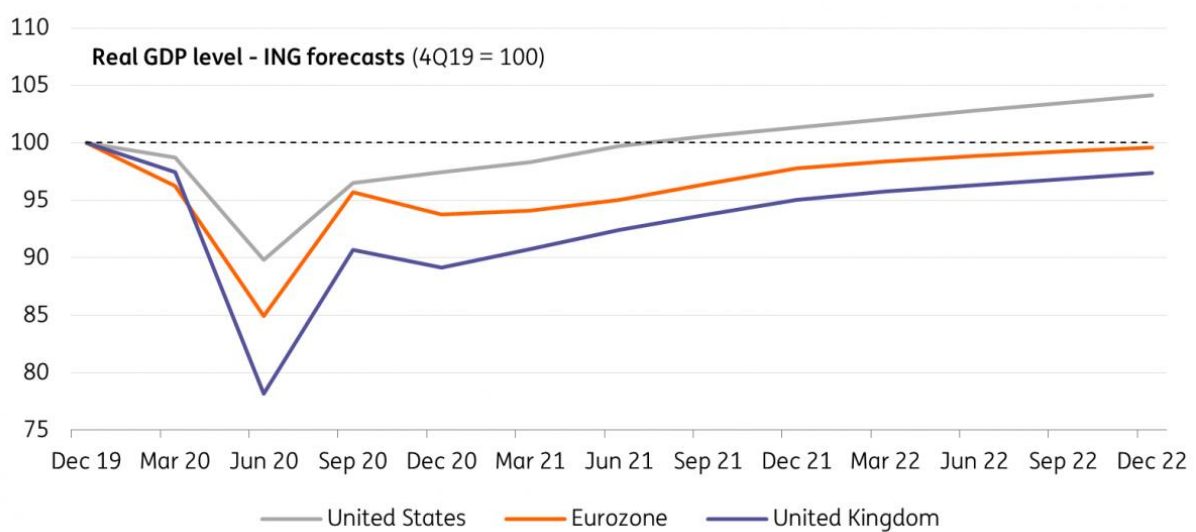
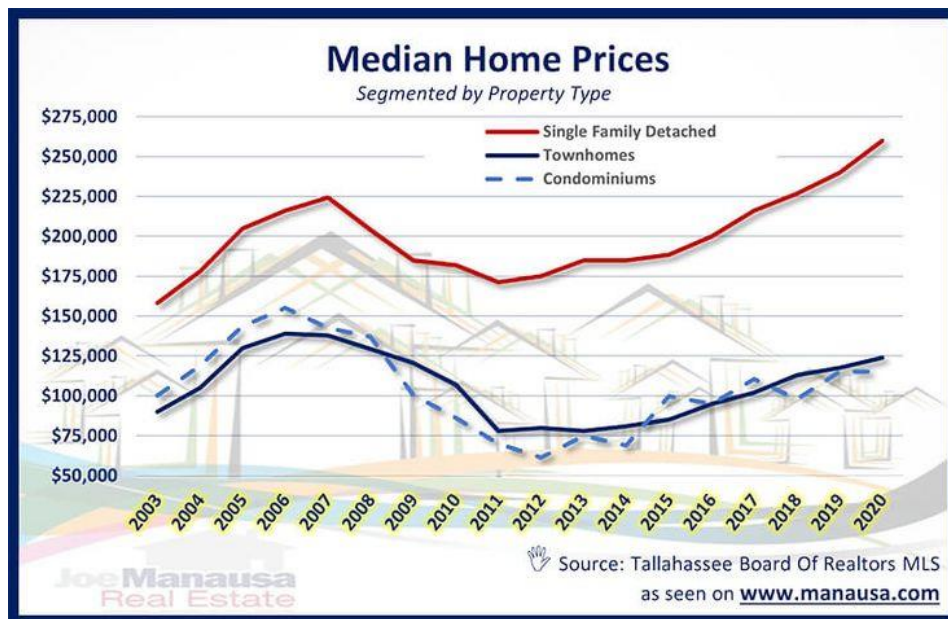
- a) The graph monitors the evolution in the numbers of unemployed people in the UK over the last 40 years. Right – Wrong
- b) The unemployment rate peaked in the 1980s. Right – Wrong
- c) In the late 1980s, unemployment in the UK experienced a sharp decrease. Right – Wrong
- d) The early 1990s were a good period for the labour market in the UK. Right – Wrong
- e) After an all-time low in 2019, the unemployment figure picked up in 2020. Right - Wrong

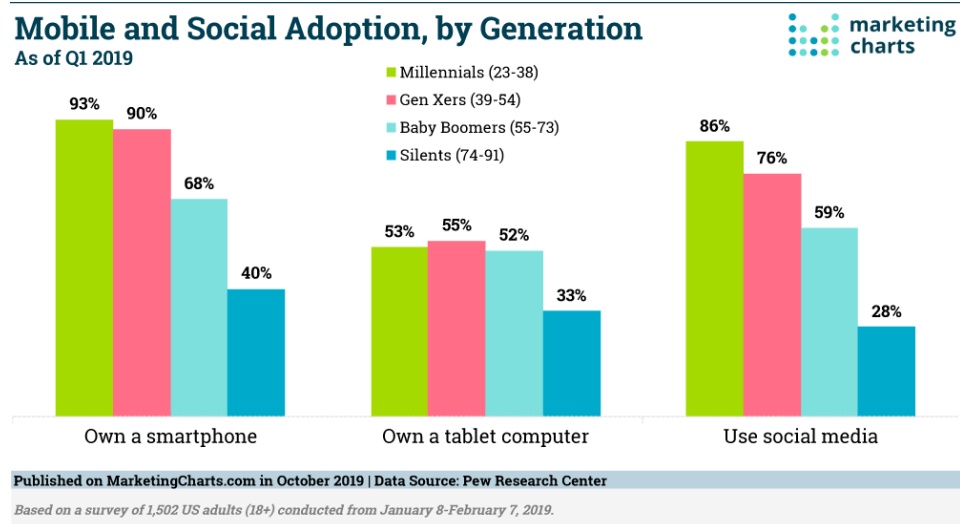
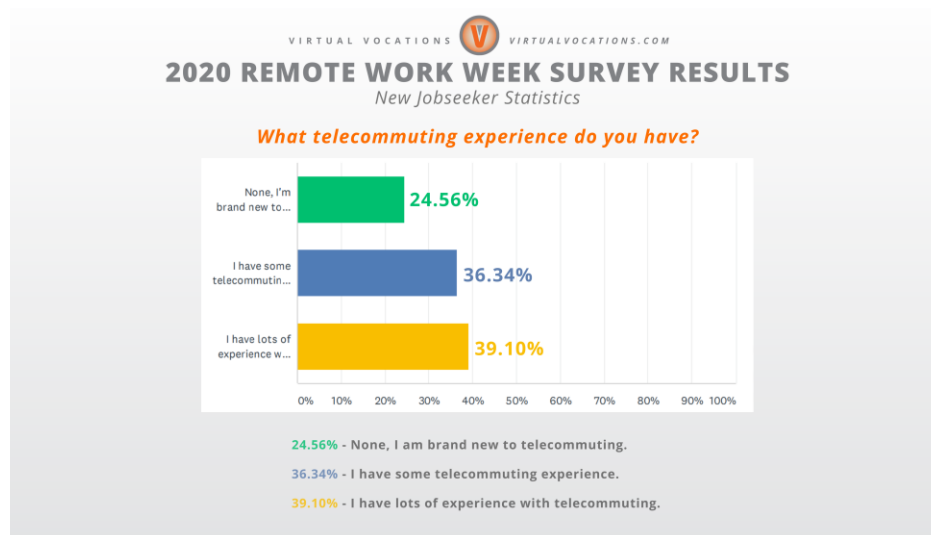


4) Choose one of the following documents and describe it

LAKE SUPERIOR WATER LEVELS - MARCH 2021

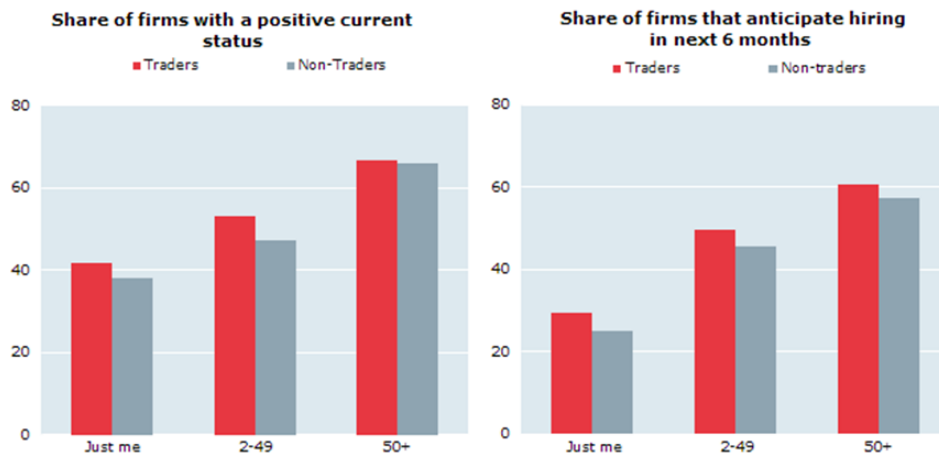






### TD 3

#### 1) Choose the right words in the text about the following graph:



2017

<http://www.oecd.org/sdd/business-stats/entrepreneurship-at-a-glance-22266941.htm>

The document is composed of two *pie charts/bar charts*. On the *left/right*, the chart represents the share of firms with a positive current status, which means companies, which at the moment, *are earning more than they are spending/are spending more than they are earning*. We can see that the bigger the company, *the more likely/the less likely* it is to be in the red. If we consider sole proprietors, *less than 50/more than 50 percent* are financially healthy. Whatever the size of the company, the firms operating in trading are in *better/worse* financial health.

On the right, the chart presents the percentage of companies planning to *hire/fire* workers in the next 6 months. Once again, the smaller companies are *more likely/less likely* to *hire/fire* workers. Globally the differences on both sides are *similar/the same* but we can notice that even if more than *60/40* percent of trading firms with more than 50 employees have a positive current status, not all of them are planning to *hire/fire* new employees. *A majority/a minority* of sole proprietors think they will hire employees. We can deduce that being in good financial health at the moment is *not enough/enough* to *induce/conduce* firms to hire people.

#### 2) Read the text and say what the figures in red correspond to

**Europe's economy grew faster than the U.S. last year**

*by Alanna Petroff @AlannaPetroff January 30, 2018: 2:05 PM ET*

Sure, the United States is growing at a nice clip. But Europe's economy is expanding at an even faster rate.

Economic growth in the 19 countries that use the euro currency was **2.5%** in 2017, according to official data published Tuesday. Growth in the 28-member European Union also reached **2.5%** last year.

It's the best period of growth for both groupings since 2007, putting Europe just ahead of the **2.3%** expansion posted by the U.S. in 2017.

Europe, which has suffered years of anemic growth caused by a series of debt crises, is part of a global economic resurgence that could continue in 2018.

"Anything the U.S. economy can do the eurozone economy can do, slightly better it seems," said Jacob Deppe, head of trading at online currency broker Infinox Capital.

"With both the U.S. and eurozone growing in tandem and with Asian economies on a roll, the hope is that 2018 delivers continued growth, further confidence and economic stability for the first time in a decade," he added.

Europe's economy strengthened in 2017.

The improving economic picture in Europe helped boost the euro to **\$1.25** this month, an increase of **21%** from its low of **\$1.03** at the start of 2017.

Things in Europe aren't perfect, however.

Unemployment is falling but remains high among young workers, and that's still holding back some countries.

Integrating migrants remains an economic and political challenge. And the region's aging population presents numerous challenges for health care systems and national pensions.

Investors got a look at some data for specific countries on Tuesday.

France's economy grew by **1.9%** last year, according to its national statistics agency. That's up from **1.1%** in 2016.

Growth in Poland hit **4.6%**, a major improvement on the **2.8%** rate posted in 2016.

*CNNMoney (London) First published January 30, 2018: 6:24 AM ET*

**3) In the following sentences, is "business" countable or uncountable? Translate the sentences into French**

- a) It has been a pleasure doing business with you.
- b) She works in the family business.
- c) We try to support local businesses.
- d) Uncertainty is bad for business.
- e) Her job was to drum up (= increase) business.

- f) He wanted to expand the export side of the business.
- g) If we close down for repairs, we will lose business.
- h) Business is booming.
- i) Is the trip to Rome for business or pleasure?

#### 4) Underline the correct words in italics.

- 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 (eg 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 profit, the economy.
- 3 The phrasal verb 'fall down' refers to movement towards the ground. It *can also / cannot* be used to refer to things like sales, 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 prices.

#### 5) What is Income?

Income is money that an individual or business receives from various sources, such as wages, sales, interest, or dividends.

The major way people earn money is through a full-time job. Dividends from investments and interest from savings accounts are also sources of income. Part-time jobs, allowances, or gifts are also sources of income.

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#### a) Match the expressions with the definitions

Gross Income:

Disposable Income:

Discretionary Income:

1. The amount of money that households have available for spending and saving after income taxes have been accounted for.
2. An individual's total personal income before taking taxes or deductions into account.
3. The amount of an individual's income that is left for spending, investing or saving after taxes and personal necessities (such as food, shelter, and clothing) have been paid.

#### b) Match the expressions with the definitions

1. Circumstance where the inflation of a nation increases gradually, but continually, over time. This tends to be a typical pattern for many nations. Although the increase is relatively small in the short-term, as it continues over time the effect will become greater and greater.

2.Occurs when a country experiences unusually high inflation, usually over ten percent per year, for an extended number of years. In some cases this is caused by the continual expansion of currency which subsequently reduces monetary values.

3.A period of rapid inflation that leaves a country's currency virtually worthless.

4.Price increases which result from an excess of demand over supply.

5.Persistently rising general price levels brought about by rising input costs (rising wages, increases in corporate taxes, and imported inflation (when imported raw or partly-finished goods become more expensive, often as a result of currency depreciation).

6. A decline in general price levels, often caused by a reduction in the supply of money or credit.

7. High inflation and high unemployment (stagnation) occurring simultaneously.

8. A drop in the inflation rate, i.e. a reduction in the rate at which prices rise.

a.disinflation

b.cost push inflation

c.chronic inflation

d. stagflation

e.deflation

f.demand pull inflation

g.hyperinflation

h.creeping inflation

## **6)Supply and demand**

**Indicate whether the statement is true or false. Explain.**

1.If supply is high, prices will go down.

2.Competition keeps prices high.

3.Consumer decisions do not affect the economy.

4.Knowing demand helps a business to decide how much of a good to produce.

5.If demand is high, prices will go down.

6.Unemployment affects demand.

7.Lower production costs decrease profits.

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## TD 4

### 1) Employment

#### **Match the definitions with the expressions**

1. An economic condition marked by the fact that individuals actively seeking jobs remain unhired.
2. The condition of a nation or state in which all citizens who want to work and are allowed to work are able to find employment.
3. A situation in which a worker is employed, but not in the desired capacity, whether in terms of compensation, hours, or level of skill and experience.
4. unemployment which rises and falls according to the season
5. A person who is eligible for employment and is able to work, but is currently unemployed and has not attempted to find employment in the last four weeks, generally because they found no suitable employment options and/or were met with lack of success when applying.
6. Percentage of the civilian labor force which is unemployed. A lagging indicator.
7. person working fewer hours than a full-time job
8. A worker performing labour tasks on a temporary or part-time basis. Often hired to work for an hour or a day at a time.
9. An employment situation where an employee is expected to remain in a position only for a certain period of time.

*temporary worker/casual worker/unemployment/ seasonal unemployment  
/underemployment /part-time worker/full employment/discouraged worker/unemployment  
rate*

### 2) Read the following text and answer the questions

#### **‘Nowhere to Hide’ as Unemployment Permeates the Economy**

**Jobless claims exceed 20 million in four weeks, inflicting a toll on the labor force not seen since the Great Depression.**

*By Nelson D. Schwartz    April 16, 2020*

Even as political leaders wrangle over how and when to restart the American economy, the coronavirus pandemic’s devastation became more evident Thursday with more than 5.2 million workers added to the tally of the unemployed.

In the last four weeks, the number of unemployment claims has reached 22 million — roughly the net number of jobs created in a nine-and-a-half-year stretch that began after the last recession and ended with the pandemic’s arrival.



The latest figure from the Labor Department, reflecting last week's initial claims, underscores how the downdraft has spread to every corner of the economy.

"There's nowhere to hide," said Diane Swonk, chief economist at Grant Thornton in Chicago. "This is the deepest, fastest, most broad-based recession we've ever seen."

Layoffs have been imposed across an array of industries: hotels and restaurants, mass retailers, manufacturers and white-collar strongholds like law firms.

.....

Each day seems to bring unwelcome milestones. On Wednesday, the Commerce Department reported the steepest monthly drop in retail sales since record-keeping began nearly 30 years ago, and the Federal Reserve said industrial production had recorded its biggest decline since 1946.

The mounting unemployment numbers have added to the pressure to ease stay-at-home orders and curbs on business activity.

"A national shutdown is not a sustainable long-term solution," President Trump told reporters at a briefing Thursday evening, emphasizing that it was time for restrictions to be lifted where the virus has been less prevalent. "I think we will have a lot of states open relatively soon," he added.

Many governors and health experts caution that if business conditions return to normal too quickly, a second wave of coronavirus infections could spread.

In the meantime, job losses are sure to mount, though perhaps at a slower pace.

"The silver lining with this bad number is that it looks like the wave of job destruction has peaked," said Torsten Slok, chief economist at Deutsche Bank Securities. "Getting a date for reopening and getting more certainty about reopening is critical."

Mr. Slok expects the unemployment rate to hit 17 percent this month, up from 4.4 percent in March and higher than any mark since the Great Depression. "These are truly stunning statistics that tell you the severity of the situation," he said. "Let's not forget we talked about 200,000 in jobless claims in January and February and now we are in the millions. That illustrates how bad a number this is."

When restrictions are lifted, the recovery is expected to be gradual. "My worry is that it will be a slow rollout, as it should be, which means a slow recovery," said Beth Ann Bovino, chief U.S. economist at S&P Global. "Turning on the U.S. economy isn't like turning on a light bulb. It's just too big."

If businesses begin to reopen in May, "we wouldn't be surprised to see one-third of the jobs lost come back by July," she said. "But it will take years for unemployment to return to pre-crisis levels."

.....

For Eric Winstanley, 38, a co-owner of Custom Covers and Canvas in Niagara Falls, N.Y., this is normally the busiest time of the year. His firm makes patio awnings and fabric covers for boats but shut down last month.

He kept his 35 workers on the payroll through March before having to lay them off.

The jobs pay well for blue-collar work: \$20 to \$23 an hour. And the furloughed workers include several family members, cousins and nephews of Mr. Winstanley who have worked for the business for years.

“It was extremely difficult,” he said. “Everybody immediately expressed how they had bills to pay and families to feed, and that was one of the hardest parts of making this decision.”

With three unpaid volunteers, Mr. Winstanley has kept the workshop occupied churning out masks and face shields for local hospitals and essential businesses in recent weeks. “If that succeeds, we might recall a couple of workers,” he said. “Everyone is eager to come back to work.”

<https://www.nytimes.com/2020/04/16/business/economy/unemployment-numbers-coronavirus.html>

- 1) How many unemployed people were there in the USA at the time of the article?
- 2) How long had it taken to create these jobs?
- 3) “‘There’s nowhere to hide,’ said Diane Swonk, chief economist at Grant Thornton in Chicago.’ Explain.
- 4) Explain the expression: ‘white-collar strongholds’.
- 5) Explain the evolution in retail sales and industrial production.
- 6) What is a ‘silver lining’?
- 7) What is the silver lining here?
- 8) What was the evolution in the USA in terms of unemployment between January/February 2020 and March/April 2020?
- 9) Will the recovery be swift, after restrictions are lifted?
- 10) Why was it particularly difficult for Eric Winstanley to lay off his 35 workers?

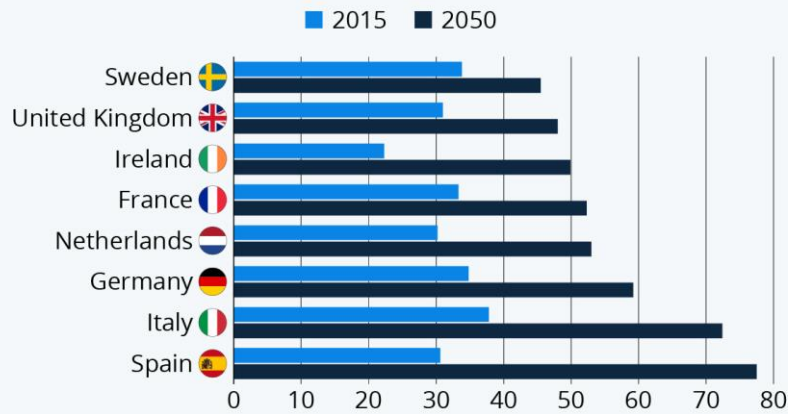
**3) Comment on the following graphs:**



<https://tradingeconomics.com/united-states/unemployment-rate>

## Europe's Old Age Dependency Ratio

Number of people aged 65+ per 100 people of working age in selected EU countries\*



\* 2050 value is the OECD's forecast.

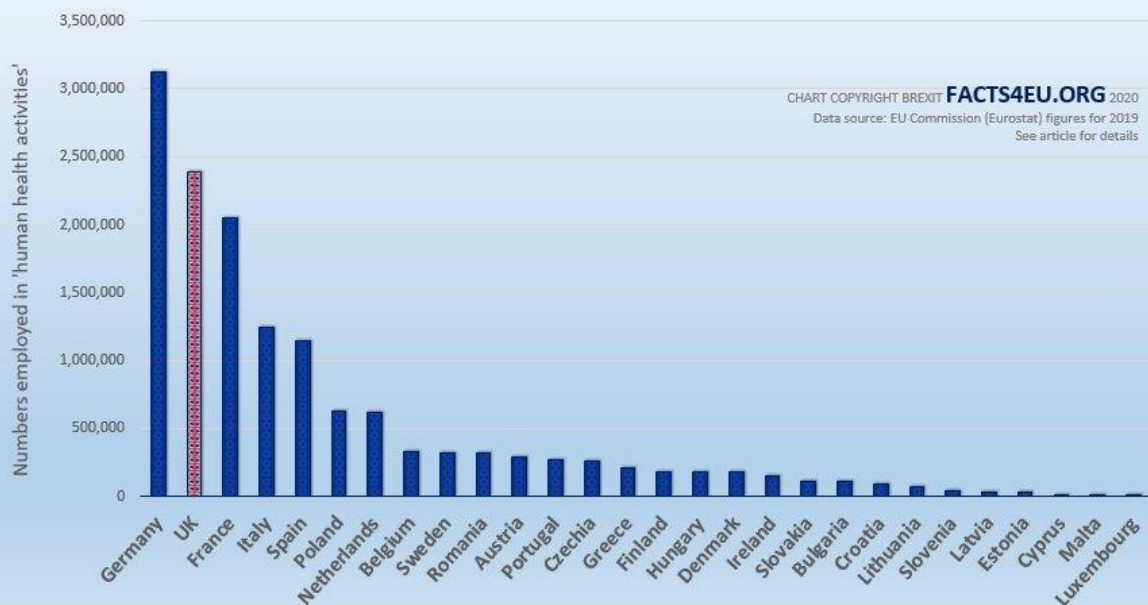
Individuals of working age defined as those between 20 and 64.

Source: OECD

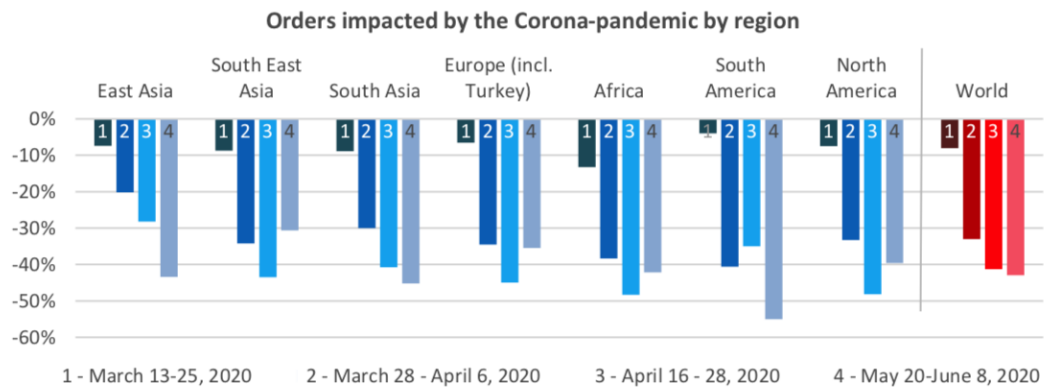


statista

## UK has 2nd-highest number of health workers in the EU



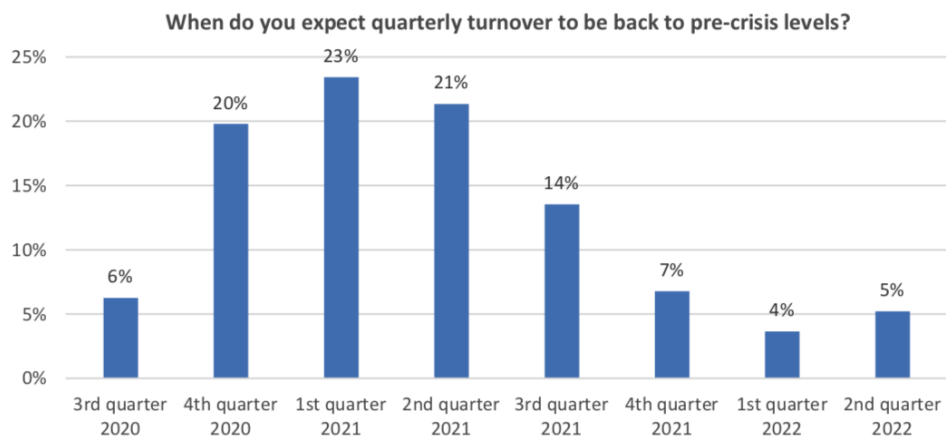
**Graph 1: Worldwide, current orders are down by -42% on average.**



Source: ITMF

<https://www.yarnsandfibers.com/news/textile-news/4th-itmf-survey-on-covid-19-impact-of-textile-industry/>

**Graph 4: 44% expect that pre crisis levels are reached again in the 1<sup>st</sup> or 2<sup>nd</sup> quarter 2021.**



Source: ITMF

## TD 5

### **1) Read the text and answer the questions**

#### **US oil prices drop to 21-year low as demand dries up**

**The price of US oil has fallen to a level not seen since 1999, as demand dries up and storage runs out.**

**20 April 2020**

The price of a barrel of West Texas Intermediate (WTI), the benchmark for US oil, dropped 14% to \$15.65 in Asia trading on Monday.

The oil market has come under intense pressure during the coronavirus pandemic with a huge slump in demand.

US storage facilities are now struggling to cope with the glut of oil, weakening prices further.

The oil industry has been struggling with both tumbling demand and in-fighting among producers about reducing output.

Earlier this month, Opec members and its allies finally agreed a record deal to slash global output by about 10%. The deal was the largest cut in oil production ever to have been agreed.

But some analysts said the cuts were not big enough to make a difference.

"It hasn't taken long for the market to recognise that the Opec+ deal will not, in its present form, be enough to balance oil markets," said Stephen Innes, chief global market strategist at Axicorp.

Meanwhile, concern continues to mount that storage facilities in the US will run out of capacity, with stockpiles at Cushing, the main delivery point in the US for oil, rising almost 50% since the start of March, according to ANZ Bank. "We hold some hope for a recovery later this year," the bank said in its research note.

Mr Innes said: "It's a dump at all cost as no one, and I mean no one, wants delivery of oil with Cushing storage facilities filling by the minute."

Brent oil, the benchmark used by Europe and the rest of the world, was slightly weaker, down 0.8% to \$27.87 a barrel.

<https://www.bbc.com/news/business-52350082>

- 1) Explain the title. 'US oil prices drop to **21-year low** as demand dries up'
- 2) What is the evolution in oil prices in the USA?
- 3) What factors explain this evolution?
- 4) What is a benchmark?
- 5) What is the OPEC?
- 6) What was the deal between OPEC members and their allies about?
- 7) What about the situation for Brent oil?

**2) Find the odd one out**

- a) drop / dwindle / trim / lessen / raise
- b) add up / duplicate / take away / reckon / work out / quarter
- c) dearth / scarcity / assessment / cutback
- d) scant / measly / galore / depletion

**3) Match each phrase on the left with its closest synonym {same meaning} on the right**

- |                |                |
|----------------|----------------|
| 1 drop by 50%  | a) deteriorate |
| 2 rise by 100% | b) recover     |
| 3 get better   | c) double      |
| 4 get worse    | d) raise       |
| 5 bounce back  | e) expand      |
| 6 grow         | f) lower       |
| 7 put up       | g) halve       |
| 8 bring down   | h) improve     |

**4) Match each verb on the left with its closest antonym (opposite meaning) on the right.**

- |              |               |
|--------------|---------------|
| 1. rise      | a) plummet    |
| 2. raise     | b) be flat    |
| 3. take off  | c) bottom out |
| 4. expand    | d) fall       |
| 5. fluctuate | e) lower      |
| 6. peak      | f) shrink     |

**5) Complete each sentence with a phrasal verb from the box.**

*bounce back / bottom out / bring down / level off / pick up / put up / slip back / take off*

- 1. If your prices are too high, you have to ..... them .....
- 2. If your prices are too low you have to .....them.....
- 3. If sales reach their lowest level, they .....
- 4. If sales recover after a period of downward movement, they .....
- 5. If sales go up a little after being flat for some time, they .....
- 6. If sales go up a lot after being flat for some time, they.....
- 7. If profits were going up - or down - and then become stable, they .....
- 8. If profits go down a little after a period of growth, they .....

**6) Read the definitions and say whether the proposals are goods or services**

A good is something you buy and consume. Goods are things that you can keep, eat, or use. If you go to the store and buy an apple, you get to keep the apple and take it home with you, so it is a good.

A service is something that someone does for you. When you buy a service, you hire people to perform work. You are not buying something you can touch or hold. If your car is broken, you might hire someone to fix it. You are paying for a service.

- 1. You get your hair cut. 1. \_\_\_\_\_
- 2. You buy a book from a garage sale. 2. \_\_\_\_\_

- |   |           |
|---|-----------|
| 3. You buy your mother a flower from a flower shop.       | 3. _____  |
| 4. You hire someone to cut your lawn                      | 4. _____  |
| 5. You visit the doctor for a checkup                     | 5. _____  |
| 6. You purchase a game to give as a birthday gift.        | 6. _____  |
| 7. You pay your sister \$5 to clean your messy bedroom.   | 7. _____  |
| 8. You buy an ice cream cone from an ice cream truck.     | 8. _____  |
| 9. You take an airplane when you go on a trip.            | 9. _____  |
| 10. Your brother sells you his old baseball mitt for \$2. | 10. _____ |

11. Give an example of someone purchasing a service. (Do not use an example from above.)

\_\_\_\_\_

12. Give an example of someone purchasing a good. (Do not use an example from above.)

\_\_\_\_\_

---

**7) Rewrite the 'verb + adverb' sentences as 'adjective + noun' sentences.**

- 1 Sales fell slightly.  
There was a *slight fall* in sales.
- 2 Profits rose steadily.  
We saw a .....in profits.
- 3 The economy improved gradually.  
There was a .....in the economy.
- 4 We need to reduce costs sharply.  
We need to see a..... in costs.

## **TD 6**

### **1) Underline the correct words.**

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

### **2) Fill in the missing letters**

- 1 Goods that are carried by ship, train or aircraft are called 'fr..... t'.
- 2 A product used in the home is a 'ho..... ld product'
- 3 Pieces of electrical equipment used in people's homes are 'app..... s'.
- 4 The words 'clothing' and 'drinks' are conversational. In a business context you often see the words 'app..... l' and 'bev.....s
- 5 Rooms, equipment or services that are provided for a particular purpose are 'fac..... s'.
6. Another term for 'property' is 'r..... e '.
- 7 The business of buying and selling shares is called 'br..... age'
- 8 Public services used by everyone are 'u.....s'.

### **3) The words *appliance, device, equipment and machinery* are similar. Complete the collocations by choosing the best one.**

- 1 kitchen / office / standard
- 2 heavy / agricultural / construction
- 3 a handheld/ labour-saving /safety
- 4 a household / domestic/electrical

### **4) Underline the correct words.**

- 1 Goods that are needed and used all the time are in the *consumer discretionary / consumer staples* sector.
- 2 Goods that are not basic to people's lives are in the *consumer discretionary / consumer staples* sector.

### **5) Complete the definitions using the words in the box.**

*household appliances/ business solutions/consumer durables/ fabrication/ finished goods/food and beverages/ non-durable goods/ raw materials.*



- 1 Manufacturing is the transformation of .....  
into.....
- 2 Some industries, like semiconductors and steel, use the term.....in  
place of 'manufacturing'.
- 3 .....are manufactured goods that are not destroyed by use, such  
as automobiles, .....or furniture.
- 4 .....generally last for only a short time. Common examples  
are ....., apparel, office stationery and gasoline.
- 5 Sometimes a manufacturing company positions itself as a service company. Microsoft, IBM  
and SAP are good examples. They offer not just products, but .....

---

**6) Underline the correct word in italics.**

---

1. My brother is a plumber. He's *autonomous / self-employed*.
2. The people who own a private company might include the founder of the company, some  
family members, and perhaps a few business *associates / companions*.
3. In a public company anybody can buy the *actions / shares*.
4. A public company is *listed / posted* on a stock exchange.
5. Our railways were recently privatized. I think the service was better before, when they  
were a *public company / state-owned enterprise*.
6. It's the CEO's job to *control / run* the company.
7. I can't take that decision. It will have to be referred to *higher people / more senior people*.
8. That decision will have to be taken at *a higher level / a more superior level*.
9. I am the Financial Controller, and I *relate directly / report directly* to the Finance Director.

---

**7) Read what Peter says about company culture at his previous company and his  
current company. The text has eight wrong words. Find them and correct them.**

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"In my last job I worked for a large telecommunications company. It used to be the estate-owned monopoly, but they privatized it in the nineties. Unfortunately, the cultural there hasn't really changed. Decision-making is very slow moving and bureaucracy – everything has to be agreed all the way up the chain before action can be taken. I didn't really like working there, and I moved to a smaller competitor two years ago. It's much better now – I have more responsible because my boss trusts me and he relegates a lot of interesting projects to me. Everybody knows what is going on and can make a contribution – communication works well in both directions, both bottom-down and top-up. It's a dynamic, innovation company and we're growing fast. I hope to continue working here for several more years."

**8) Complete each explanation with a pair of words from the box. The words may not be in the correct order.**

*acquisition / merger / debt / liability / enterprise / venture / firm / partnership / freelancer / self-employed / senior management team / Board*

1 The.....is elected by the shareholders and is responsible to them. It can hire and fire the CFO, but the ..... (including the CEO) runs the company on a day-to-day basis.

2 A .....is a new business activity and it collocates with the word 'capital' to mean money available to expand a successful start-up.

3 An ..... is either a company, or any large important project. Used without the article it collocates with 'free' and 'private' to give a synonym for 'capitalism'.

4 A ..... is simply money that somebody owes. A ..... refers to an amount of money that a company owes, but it can also mean the legal responsibility for paying for something'

5 Many people work for themselves, with the legal status of sole trader. If they are a plumber or a shop-keeper they are likely to refer to themselves as ..... If they are a professional who works for several companies (eg a journalist or independent consultant), they are likely to refer to themselves as a .....

6 The word .....can be just a synonym for company but it is more often used for a small company providing a professional service' such as a ..... of accountants, lawyers or architects.

7 A ..... is when two companies join to form one. The suggestion is that the process is welcomed by both sides. An ..... is when one company buys another' The process could be unwelcome by the smaller company, who might feel they are being taken over.

---

## TD 7

**1) The text below explains the process of becoming a public company. Fill in each gap with a word from the box.**

*appoint / constraints / guarantee / held / issue / reinvested / run / underwriting*

When a privately-owned company reaches a certain size, it may decide to 'go public' and 1..... shares on the Stock market.

This process is called an Initial Public Offering (IPO)' or a flotation, or a 'listing' on the exchange.

The process is complicated, and months of planning are involved. The business is probably being 2..... by just a few key people who were the founding members. Before the

IPO, they have to assemble an independent board, and one of the first tasks of the board is to

3..... auditors who will check the accounts for accuracy. The firm also

needs specialist advice about the best time to sell, the initial offer price of the shares, and who

to sell them to. This is all handled by an investment bank also appointed by the board. The

investment bank takes some risk as they 4..... that all the shares will be

purchased- referred to in legal terms as 5..... the issue.

The flotation will bring a huge amount of new capital into the business, most of this is

6..... and used for expansion, but some will go to the people with

privately-7..... shares who started the original company. Nearly always

these people then continue as part of the management team although they may find it difficult

to adjust to the red tape, shareholder pressure and other 8..... of a listed

company.

**2) Complete the reasons for a merger or acquisition by matching the beginnings of sentences 1-8 with the best ending a)-h).**

1 To expand the business quickly, particularly

2 To expand more cheaply than by internal growth, although if

3 To meet the needs of customers who are demanding additional products and services

4 To gain economies of scale, i.e. have lower costs and

5 To gain control of

6 To gain market power: the larger, merged company will make the whole market less competitive

7 To gain entry into a foreign market, or avoid

8 To become and be

- a) a key supplier of raw materials or components
- b) and therefore prices and margins will increase
- c) seen as a global company.
- d) if there is cash available on the balance sheet
- e) increased efficiency through larger size
- f) legal restrictions imposed on foreign-owned companies in that market.
- g) that the company can't supply
- h) the market thinks a company is a takeover target, its share price will go up and it will become more expensive to buy'

**3) Circle the word that does not belong in each horizontal group.**

1 firm	company	society	subsidiary
2 salary	manager	engineer	employee
3 finance	product	planning	marketing
4 ship	assemble	customer	purchase
5 plant	facility	patent	factory

**4) Read the text and answer the questions**

Vodafone announced that Vittorio Colao is to step down as CEO after ten years in the job. During Mr Colao's tenure the world's second-biggest wireless provider sold its minority stake in Verizon Wireless, a deal which fetched \$130bn, \$84bn of which was returned to shareholders. It recently struck an agreement to expand in Europe by buying some of Liberty Global's assets. Nick Read, the company's chief financial officer, steps up to the top job. Xerox called off an agreement that would have seen it merge with Fujifilm, with which it has a long-standing joint venture in Asia selling photocopiers. The deal had been strongly opposed by Carl Icahn and Darwin Deason, two investors who own more than 10% of the shares in Xerox.

In an acquisition underlining the popularity of price-comparison services, Silver Lake, an American private-equity firm, agreed to buy ZPG, which owns several such websites in Britain, including Zoopla and uSwitch, for £2.2bn (\$3bn).

Britain's financial-conduct regulators handed a £642,000 (\$865,000) fine to Jes Staley, the chief executive of Barclays, for his attempt to unmask an internal whistleblower. The

regulators said that Mr Staley “failed to act with due skill, care and diligence” in his response to an anonymous letter that criticised a senior executive at the bank.

After months of negotiations, Saudi British Bank (SABB) and Alawwal Bank struck a preliminary agreement to merge. The combination of SABB, which is 40% owned by HSBC, and Alawwal, which is 40% owned by the Royal Bank of Scotland, would create Saudi Arabia’s third-biggest bank. It would also mark the largest banking merger in the kingdom since 1999.

Punjab National Bank reported a net loss of 134bn rupees (\$2bn) for the quarter ending on March 31st, one of the biggest ever at an Indian state-owned bank. The loss was mostly a result of setting aside money to cover a fraud involving diamond firms that raised credit abroad using fake guarantees from PNB. Federal investigators have charged more than 20 people in the case, including a former chief executive of the bank.

The Economist May 17th 2018

Questions:

- a) Who is going to replace Vittorio Colao as CEO of Vodafone?
- b) What is the relationship between Vodafone and Verizon Wireless?
- c) What happened to the planned agreement between Xerox and Fujifilm? Why?
- d) What are Zoopla and uSwitch?
- e) Why was Jes Staley fined? By whom?
- f) What do you know about the bank merger in Saudi Arabia?
- g) Why did the Punjab National Bank report a loss for the first quarter of 2018?

## TD8

### **1) Choose the best answer**

Which of the following is the best explanation of a joint venture?

- a) A general business partnership.
- b) The merging of two or more businesses to pursue a business venture.
- c) A group of two or more persons or entities that come together on a temporary basis to pursue a joint business activity for profit.

Which one of the following is the legal instrument that outlines the scope of a joint venture as well as the responsibilities and duties of its members?

- a) Articles of joint venture.
- b) Bylaws of the joint venture.
- c) Operating agreement

Members of a joint venture have to:

- a) Subordinate their personal interests to those of the joint venture if there is a conflict.
- b) Honour their contractual commitments under the joint venture agreement.
- c) Avoid in engaging in any business activities other than joint venture activities whatever the joint venture tells them to do.

### **2) Choose the best answer**

1. We haven't been very \_\_\_\_\_ in promoting our products. (= we haven't been promoting our products too much)  
action                  acting                  active

2. We're investing money in areas where we think we can grow and be \_\_\_\_\_.  
profit                  profitable                  profiting

3. The inflation rate has been \_\_\_\_\_ higher by rising food and energy costs.  
put                  pushed                  increased

4. The \_\_\_\_\_ results surprised everyone.  
better-than-expected                  better-than-thought                  beat expectations

5. I expect this to become the next big \_\_\_\_\_. (= popular thing)  
trendy                  trend-setter                  trend

6. Job opportunities are sometimes referred to as "job \_\_\_\_\_. "  
prospects                  offers                  training

7. We expect this to \_\_\_\_\_ (= change) in the months ahead.

turn around    turn out    turn

8. They are the world's largest \_\_\_\_\_ of anti-inflammatory drugs.  
produce    production    producer

9. We used to make these cups from glass, but we \_\_\_\_\_ to plastic in 2004.  
swapped    switched    altered

10. Our factory is inspected on a \_\_\_\_\_. ( = regularly)  
regular basis    scheduled visit    time to time

### **3) Choose the best answer**

1. When someone "brings something to the table", it means that he/she \_\_\_\_\_.  
has something to offer    has nothing to offer    buys everyone lunch

2. HP is one of Dell's main \_\_\_\_\_.  
computers    competitors    controllers

3. It's pretty hard to \_\_\_\_\_ against big, established companies.  
compete    complete    competition

4. James \_\_\_\_\_ last year.  
changed his jobs    changed jobs    made a change in jobs

5. It's not good to \_\_\_\_\_ yourself entirely to your career.  
denigrate    detonate    dedicate

6. Bill, I need your \_\_\_\_\_ on this. What do you think of this design?  
intake    install    input

7. I thought you \_\_\_\_\_ at the conference.  
did a really good job    really did a job    did really a good job

8. P1: We've got a meeting in 10 minutes. Do I have to \_\_\_\_\_? P2: Yes, you do.  
atone    attend    attain

9. I'd like you to do a little \_\_\_\_\_ on investment strategies.  
present    presenting    presentation

10. He's away \_\_\_\_\_ at the moment, but he'll be back in an hour.  
from his desk    from a desk    from the desk

#### 4) Choose the best answer

1. Let's have lunch on Thursday. = Let's \_\_\_\_\_ on Thursday.  
do lunch      lunch      eat lunch
2. Generally speaking, a good manager \_\_\_\_\_ a smooth production process.  
ensures      makes sure      is sure
3. Good time management skills are \_\_\_\_\_ ( = very important) to maintaining a smooth workflow.  
critique      criticized      critical
4. I was \_\_\_\_\_ with my other tasks to finish the report.  
very busy      too busy      excessively busy
5. I'd like to have that by \_\_\_\_\_ Friday.  
end of the day      ending      end of day/ the end of
6. I'm happy to inform you that we've reached another \_\_\_\_\_ ( = significant completion point) with the successful completion of user testing.  
milestone      mile      marker
7. After you visualize and plan a project, you have to \_\_\_\_\_ it.  
implement      imply      implode
8. In the modern business world, "assigning multiple resources to a single activity" means:  
spending lots of money to do a task      getting one person to do a task  
getting two or more people to do a task
9. These issues could \_\_\_\_\_ ( = endanger) the completion of this project.  
jeopardy      jeopardize      danger

#### 5) Choose the best answer

1. P1: When did John start working here? P2: He was \_\_\_\_\_ about two months ago.  
hire      taken      hired
2. I can't go out. My \_\_\_\_\_ is almost over.  
break for lunch      lunch break      food break
3. Many of our employees take their breaks in the \_\_\_\_\_.  
breakfast room      lunch room/lunchroom      criticized



4. In many offices, employees work in little areas called \_\_\_\_\_.  
cubes/cubicles      boxes      rooms
5. You are going to have to \_\_\_\_\_ your cubicle with two other employees.  
divide      coexist in      share
6. Everyone has to leave the office during a fire \_\_\_\_\_.  
drill      alarm      time
7. I can't \_\_\_\_\_ to my computer.  
log in      log out      log
8. You don't have to wear a tie, but you have to wear a \_\_\_\_\_.  
shirt      t-shirt      dress shirt
9. Do you have a dress \_\_\_\_\_ at your company?  
requirement      code      law
10. I'm going on a \_\_\_\_\_ next month. I'm meeting with one of our clients in Singapore.  
business trip      work trip      business travel

#### 6) Choose the best answer

1. John isn't a permanent employee; he's a \_\_\_\_\_.  
temp      part-time      hired
2. \_\_\_\_\_ means that someone gets hired as a temporary employee, and then, in time, has the chance to become a permanent employee.  
Temp-to-full      Temp-to-hire      Temp-to-non-temp
3. I can't make it at 2. I have an important meeting \_\_\_\_\_ (= I have to attend).  
I can't get out      I can't get out from      I can't get out of
4. Make sure you \_\_\_\_\_ with Nancy about what we all discussed this morning.  
follow-up      follow      converse
5. He's got a really positive \_\_\_\_\_. He'll do well at this company.  
look      sense      attitude
6. A "micromanager" wants to \_\_\_\_\_.  
let his employees work independently      have total control over everything  
bankrupt the company s/he works for

7. You should always wear your name \_\_\_\_\_. (= a little piece of paper with your name that you wear on your shirt) when you're at work.

tag                      paper                      patch

8. Tony, can you \_\_\_\_\_ these documents and see if there's anything in them about the Dell contract?

observe              look through              look

9. P1: Can we meet at 2:00 PM? P2: Let me check my \_\_\_\_\_.

requirement              schedule              clock

### **7) Choose the best answer**

1. I don't think I can take on any more projects right now. I have too much \_\_\_\_\_ already.

on my platter                      on my plate                      on my mind

2. The USA is one of the easiest places in the world to \_\_\_\_\_.

make a business              commence a business              start a business

3. I'm swamped. = I'm \_\_\_\_\_.

drowning              really busy              confused

4. What's on the \_\_\_\_\_ today? (= What's the plan for today?/ What do we have to do today?)

agenda              board              notebook

5. I'm a little confused about the timeline. Could you \_\_\_\_\_ (= explain it to me) again?

walk me through it              walk me through              converse with me

6. What's a "timeline"?

A thin watch              A deadline              A schedule

7. I have a couple of things I'd like to talk about. I'm going to go through them \_\_\_\_\_ . (= one by one)

in order              by order              orderly

8. Tony is always \_\_\_\_\_ the meeting by being late.

holding up              keeping up              bringing up

9. I have a terrible boss! He never gives me any positive \_\_\_\_\_ on the work I do. (= he never compliments my work)

feed              feedback              opinions

10. A business's "core competency" is something that it can do well, something that sets it apart from its competitors, and is difficult for these competitors to \_\_\_\_\_. ( = copy)

initiate                      inform                      imitate

### **8)Choose the best answer**

1. When you're "bouncing ideas off each other", you're \_\_\_\_\_.  
exchanging ideas      agreeing with someone else's idea      playing basketball

2. Lisa, the marketing rep, and I have been playing \_\_\_\_\_ this whole week. (We've been trying to reach each other, but we keep getting each other's voice mail)

phone games                      phone tag                      phone contact

3. What's "voice mail"?

A messaging service that allows you to leave messages when you call someone

A voice attachment on an email                      A package with a CD

4. I think David should do the presentation. Database architecture is his

\_\_\_\_\_.  
topic of expertise                      area of expertise                      field of knowledge

5. Your report is a little short. I think you have to \_\_\_\_\_ a little more.

learn the topic                      research the substance                      research the topic

6. Our meetings are always quite informal, but we get \_\_\_\_\_.

much done                      much finished                      a lot done

7. Where can I get a pen?

In the supply room                      In the lunch room                      In the conference room

8. What's a binder?

paper                      a notebook cover (often with rings or clamps for holding sheets)

a mean boss

9. I've always wanted to \_\_\_\_\_ a career in oceanography.

persuade                      perhaps                      pursue

10. No, I'm sorry I'm not \_\_\_\_\_ with that service. ( = I haven't heard about that service)

familiar                      famous                      famished

**1) Read the text and answer the questions**

**The 10 Mompreneurs to Watch in 2021 (adapted)**

April 13, 2021 Source: [Boost Media Agency](#)

With more and more females breaking into the world of entrepreneurship, there is one thing that becomes inevitable: more Mompreneurs. Women all around the world are breaking the mould more than ever, taking control of their lives and destiny through the vehicle of entrepreneurship. Despite what people may think, mompreneurs do not take their foot off the gas once they have had kids - many push even harder, as they know the livelihood of their kids depends on them. According to **Boost Media Agency**, mompreneurs play an enormous role in the future of female entrepreneurship, paving the way for the next generation. Each with their own unique businesses and areas of expertise, here we present the 10 mompreneurs to watch in 2021.

.....

**Lenise Williams (@madeleatherco / @mompreneur\_esq)**

**Lenise Williams** is the founder of Made Leather Co., a company that was born in 2017 and offers leather goods handcrafted by skilled artisans in Morocco. Lenise used to be a lawyer and she had the opportunity to speak at a United Nations conference in Marrakech; she quickly fell in love with the city's handcrafted leather goods. She was so inspired that on the flight back home, she jotted down a rough business plan on a napkin.

Seven months later, Made Leather Co. came to life and its mission is to support Moroccan artisans as well as providing the best handcrafted leather goods. Lenise is mother to two wonderful children and she wants to teach them about the retail industry and entrepreneurship, something her work allows her to do. Her company continues to grow today and it is thriving in e-commerce and retail placement.

Made Leather Co. has also provided wholesale corporate gifting items for international companies as well as national companies such as YouTube, Google and Cadillac motors. It has been featured in Pioneer Woman, Black Enterprise, Travel & Leisure, Artful Living magazine and more. Lenise runs her company with the help of her team and her two teenage sons, and she is very proud of what she has built outside of corporate America.

.....

**Jen Conrad (@jen\_conrad)**

**Jen Conrad** is a coach, branding strategist, and website designer. She is an incredible mompreneur and the founder of The Conrad Company, a multi-dimensional lifestyle brand that is focused on equipping small business owners and entrepreneurs with the tools to make positive and lasting changes. She teaches her clients to use digital media, personal mindset development, and brand development to their advantage.

Jen is mom to 6 children. 3 of them are biological, 2 were adopted in January 2020, which means the pandemic got in the way of bringing them home and they are still fighting for that as a family, and 1 is supported through sponsorship in Africa. She is no stranger to life's challenges; the COVID-19 pandemic hit right after her children's adoption and she also lost a business of 6 and a half years.

As a result, she was forced to pivot with her branding business. She realized that she had to find the strength and the power inside her to survive this crisis because her family, her followers, and her clients were all counting on her. She is passionate about what she does and she has the skills. She can spend only 15 minutes with a client and provide a plan so they can monetize their gifts and talents to change their lives forever and help them create brand stories that are engaging.

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[The 10 Mompreneurs to Watch in 2021 \(globenewswire.com\)](https://www.globenewswire.com)

- 1) Explain in your own words the meaning of "mompreneurs".
- 2) Reformulate the following sentence : "mompreneurs do not take their foot off the gas once they have had kids - many push even harder, as they know the livelihood of their kids depends on them"
- 3) What is the activity of Lenise Williams's business?
- 4) How did she come to create this business?
- 5) Is her business successful? Justify.
- 6) Explain the impact of Covid 19 on Jen Conrad's life.
- 7) What is her activity?

## 2) **Choose the best answer**

1. A company's \_\_\_\_\_ is the supply of goods it has for sale.  
inventory                  invention                  inversion
2. A good CEO will make \_\_\_\_\_ business decisions.  
sound                          sonic                          musical
3. It's not economically \_\_\_\_\_ ( = profitable/worthwhile) for us to pursue this.  
fast                          worthy                          feasible
4. Our \_\_\_\_\_ is to provide high quality veterinary service.  
statement                          mishap                          mission
5. To make an "informed" choice, means to make a \_\_\_\_\_ choice.  
wise                          frivolous                          neutral
6. A "white paper" is an \_\_\_\_\_ report.  
authored                          authentic                          authoritative

7. The manager didn't see any \_\_\_\_\_ ( = real) benefits to his approach.  
tany            tangible            tinged

8. The kids who will receive these computers are the ones who will ultimately  
\_\_\_\_\_ of this project.  
rope the benefits            reap the benefits            take the benefits

### 3) Choose the best answer

1. What are you \_\_\_\_\_? = What are you trying to say?  
getting at            getting            making

2. I'm sorry, Lynn, I didn't \_\_\_\_\_ ( = understand/hear) that last figure.  
engage            catch/get            grasp

3. Janine has \_\_\_\_\_ a lot to the development of this company.  
constrained            calculated            contributed

4. We're running a little short \_\_\_\_\_ . ( = we don't have much time left)  
of time            in time            time

5. Bill told me that my issue was \_\_\_\_\_ of the meeting. ( = not part of what the meeting was about)  
outside the boundary            out the door            outside the scope

6. Let's \_\_\_\_\_ ( = talk) tomorrow.  
touch bases            touch base            touch wood

7. She's really good at \_\_\_\_\_ ( = generating) creative solutions.  
coming up with            coming on to            getting on with

8. In business jargon, when something is "on someone's radar":  
they are not aware of something            they are aware of something  
they are a pilot

9. Let's leave that issue for \_\_\_\_\_.  
other meeting            another meeting            the future

10. It's critical not to \_\_\_\_\_ of the main point.  
see            lose site            lose sight

### 4) Choose the best answer

1. Bill's company has broken its four-quarter streak of declining \_\_\_\_\_.  
revenue            reviews            cash

2. Revenue from license sales \_\_\_\_\_ 5% during the second quarter of 2013.

down            fell            fell through

3. Because of good business decisions, our company is growing faster than \_\_\_\_\_.

assumed            expecting            expected

4. We expect \_\_\_\_\_ growth during the next couple of quarters.

modest            shy            mid-range

5. The CEO announced that the company was taking a new \_\_\_\_\_.

way            highway            direction

6. The 90's stock market \_\_\_\_\_ created scores of (= many) dot-com millionaires.

boon            boom            book

7. A \_\_\_\_\_ company is one that isn't going to last very long. It's here one day, and gone the next.

fly-by-night            night            flighty

8. The company spokesperson \_\_\_\_\_ to answer any questions.

decided            declined            decried

9. We're a little worried. One of our major \_\_\_\_\_ is growing at a rapid rate.

competition            competitors            compete

10. Bill was trying to come up with a scheme to steal money from the company, but his boss \_\_\_\_\_ to this scheme and fired him.

caught            caught up            caught on

### 5) Choose the best answer

1. Their profits increased dramatically. = Their profits went \_\_\_\_\_.

by the wayside            through the roof            on and on

2. The company is \_\_\_\_\_ (= being criticized heavily) for some of their policies.

overvalued            under fire            under-funded

3. He didn't write the report himself. He \_\_\_\_\_ it with his colleague.

co-authored            authorized            cooperated

4. To write and release a public letter = To \_\_\_\_\_ a public letter

issue            insure            inspect

5. The buyout took him by surprise. = He was \_\_\_\_\_ by the buyout.  
emboldened                  unaffected                  blindsided
6. They couldn't reach a deal. = They couldn't \_\_\_\_\_ a deal.  
hammer out                  put out                  come across
7. They rejected his first offer. = They rejected his \_\_\_\_\_.  
initial bid                  first bidding                  innovative bidding
8. He wasn't sure about accepting the proposal. = He was \_\_\_\_\_ about accepting the proposal.  
hesitated                  hesitant                  hesitate
9. The talks are at a \_\_\_\_\_. = There is no progress being made at the talks.  
buyout                  bankruptcy                  standstill



**1) READ THE TEXT AND ANSWER THE QUESTIONS**

## More than half of UK's furloughed jobs at risk of automation Covid crisis is accelerating change, study by Fabian Society and Community finds

**Richard Partington** *Economics correspondent* Tue 15 Dec 2020 00.01

More than half of furloughed jobs in the UK are at the highest risk of automation as the Covid crisis accelerates workplace technology change, driving up redundancies and inequality across the country, according to a report.

The two-year commission on workers and technology, chaired by Labour MP Yvette Cooper, found that workers in sectors hit hardest by the pandemic – such as hospitality, leisure and retail – face a “double whammy” as their jobs are at the most risk of being replaced by machines.

The findings from the commission, organised by the Fabian Society and the Community trade union, show that as many as 61% of jobs furloughed in the first half of this year were in sectors where automation is most likely to lead to job losses.

Rapid adoption of technology during the coronavirus pandemic has helped protect jobs as millions of employees work from home. But while employers have used new technologies to survive, the commission formed of academics and trade unionists said many furloughed jobs would not return as a result.

Physical-distancing requirements, remote working and online shopping have driven consumers and firms to make permanent changes to the way they use technology this year, with the pandemic likely to have a lasting impact on business and society. While spending in some physical shops has collapsed, resulting in thousands of job cuts by well-known high street employers, online spending has boomed – benefiting firms with fewer staff and highly automated operations.

According to the commission, 5.9 million of the 9.6 million furloughed workers were in the tertiary sector with jobs at highest risk of automation, according to analysis of Office for National Statistics figures.

Urging the government to increase spending on job support and skills to help workers retrain for new employment opportunities, the report said failure to take action would risk exacerbating social disruption and fuel an increase in inequality.

It said low-paid and disadvantaged workers were more likely to work in jobs at high risk of automation, with women, younger and older workers, people from minority ethnic backgrounds and disabled staff most likely to lose out.

The chancellor, Rishi Sunak, has promised more funding for jobcentres and training since the pandemic struck, including a £2bn “kickstart” fund to help young people find work. However, the commission said additional steps were urgently required to address the scale of the jobs crisis.

It said free training needed to be offered to all furloughed workers this winter, before the wage subsidy scheme is due to expire at the end of March. Among a wide-ranging set of recommendations, it also said the Treasury should also expand kickstart to support people over the age of 25 and to guarantee people either a job, training or the opportunity to return to full-time education.

“The government is really not looking at this double risk, on how you help the economy through the Covid crisis and the people most affected by these much more rapid changes in technology, to make sure they aren’t left behind and lose out as a result,” Cooper said.

“There’s a real danger of widening inequality, long-term structural unemployment and low pay, as a result of people not being able to benefit from the economic recovery and improvements in technology that we all want to be able to benefit from.”

<https://www.theguardian.com/business/2020/dec/15/more-than-half-of-uk-furloughed-jobs-at-risk-of-automation-report>

- 1) What is a furloughed job?
- 2) What is a “double whammy”?
- 3) Explain the double-sided effect of technology during the Covid-19 crisis.
- 4) What do we call “high-street employers”?
- 5) What does the tertiary sector correspond to?
- 6) What workers are mostly at risk, according to the report?
- 7) What solutions does the report suggest?
- 8) What is a “kickstart” fund?

## 2) Choose the best answer

1. The two candidates have never argued, so there is no \_\_\_\_\_ between them. (= there is no grudge stemming from previous arguments, disputes, etc.)

bad blood                      bad news                      bad manners

2. Investors got \_\_\_\_\_ (= very upset) about the news.

bent out of shape                      an earful                      blown out of proportion

3. This is not as serious as it seems. It just got \_\_\_\_\_ ( = its importance was exaggerated).

bent out of shape                      an earful                      blown out of proportion

4. Jim got \_\_\_\_\_ from his boss. = Jim was reprimanded by his boss.

bent out of shape                      an earful                      blown out of proportion

5. To affect the stock price = To \_\_\_\_\_ the stock price

insure                      instigate                      impact

6. Jim wanted to \_\_\_\_\_ his house against fire.

insure                      impact                      instigate

7. They wanted to create a conflict between the two firms. = They wanted to

\_\_\_\_\_ a conflict between the two firms.

instigate                      insure                      impact

8. He focused in on a good strategy. = He \_\_\_\_\_ on a good strategy.

called up                      pulled up                      honed in

9. Let me explain/clarify. = Let me \_\_\_\_\_ on this.

shine light                      shine some light                      shine the light

10. They went bankrupt last year. = They \_\_\_\_\_ last year.

flooded                      folded                      fell

### 3) Choose the best answer

1. The economy is in a bit of a \_\_\_\_\_. = The economy is not doing too well.

downturn                      downgrade                      down time

2. The outlook is very bad. = The outlook is pretty \_\_\_\_\_.

grimy                      grim                      great

3. The government wants to \_\_\_\_\_ some of the corporations. ( = to rescue them from bankruptcy by giving them money)

bail out                      take out                      give out

4. The United States economy is going through a serious \_\_\_\_\_ right now.

concern                      crisis                      crease

5. All the leading economic \_\_\_\_\_ ( = indexes, signs) point to a further decline in the economy.

index fingers                      insights                      indicators

6. The market has been \_\_\_\_\_. = It has been difficult to predict what the market would do.

uncompromising      uncouth      unpredictable

7. The current government isn't taking enough \_\_\_\_\_ ( isn't doing enough) to improve the economy.

steps      stops      stamps

8. The stock market \_\_\_\_\_ again today. = The stock market fell sharply again today.

downed      plunged      fell down

9. Everyone seems to think that the economy will worsen before it

\_\_\_\_\_.  
gets worse      goes up      improves

10. Hopefully, the economic recovery \_\_\_\_\_ that the government is preparing will improve the current situation.

package      pack      box

#### 4) **Choose the best answer**

1. The economy is back on \_\_\_\_\_. = The economy is beginning to recover.

track      the truck      line

2. The government \_\_\_\_\_ (= promised) to provide more tax breaks for the middle class.

pledged      plagued      pleaded

3. If an industry is " \_\_\_\_\_ ", it means that it is not doing too well financially.

illing      hailing      ailing

4. Many investors \_\_\_\_\_ this news. (= They were happy to hear this news)

improved      welcomed      swelled

5. The unemployment rate has been holding \_\_\_\_\_ (= has neither gone up nor down) over the past couple of months.

steadfast      sturdy      steady

6. Ford plans to \_\_\_\_\_ (= get rid of/eliminate) 10,000 jobs at it's main plant in Michigan.

cut      curtail      let loose

7. They plan to reduce their \_\_\_\_\_ by 20%. = 20% of their employees will lose their jobs.  
workforce                  work                  labor
8. A lot of companies are \_\_\_\_\_ (= having a hard time) with large losses.  
stifling                  shifting                  struggling
9. Last month's job losses were the \_\_\_\_\_ (= highest) since 2008.  
deepest                  steepest                  steadiest
10. This company's debt \_\_\_\_\_ is pretty high. = This company has a lot of debt.  
management                  load                  consolidation

### 5) Choose the best answer

1. To cut down on spending = To \_\_\_\_\_ spending  
trip                  trim                  train
2. FedEx cut its earnings \_\_\_\_\_ for the last quarter of 2020. = FedEx plans to make less than expected in the first quarter of 2020.  
plan                  transfer                  ☒ forecast
3. Leading economic indicators show that the global recession might be \_\_\_\_\_ . (= getting worse)  
lowering                  deepening                  evening out
4. \_\_\_\_\_ measures = Measures to boost the economy  
Stimulus                  Simultaneous                  Serious
5. Many people blame the United States for keeping interest rates at an \_\_\_\_\_ (= unnaturally) low rate.  
artificially                  articulately                  auspiciously
6. Low interest rates were one of the \_\_\_\_\_ factors of the latest financial crisis. = Low interest rates were one of the causes of the latest financial crisis.  
promising                  presupposed                  precipitating
7. A steep decline = A \_\_\_\_\_ fall  
dramatic                  dreary                  drab
8. A "housing \_\_\_\_\_" refers to a rapid increase in real estate prices, followed by a sharp decline (due to people not being able to pay such high prices).  
bubble                  bobble                  babble

9. In the United States, the push to increase the availability of home loans for the economically disadvantaged was a noble cause with unintended negative \_\_\_\_\_ . (= results)

compromises

consequences

comforts

10. To go \_\_\_\_\_ = To go bankrupt  
busted                      banked up                      bust

### 6) Choose the best answer

1. inflation that's out of control = \_\_\_\_\_ inflation  
runaway                      renegade                      rebel

2. Donald Trump said that the United States has a plan to bring the deficit \_\_\_\_\_ ( = decrease the deficit) once the economic crisis has been resolved.  
lower                      down                      downward

3. \_\_\_\_\_ ( = very high) deficits could spark ( = cause) inflation or a sudden drop in the value of the U.S. dollar.  
Soaring                      Flying                      Cruising

4. Most analysts believe the U.S. is \_\_\_\_\_ ( = ready, just about) to make steady progress on this issue.  
standing                      poised                      almost

5. to \_\_\_\_\_ the whole system = to put the whole system at risk  
jettison                      germinate                      jeopardize

6. to stimulate economic growth = to \_\_\_\_\_ economic growth  
stifle                      stretch                      spur

7. He doesn't think that current economic conditions will continue to \_\_\_\_\_ . ( = he thinks that the current economic conditions will change)  
prevail                      lag on                      drag out

8. the worst that can possibly happen = the worst \_\_\_\_\_  
case study                      case scenario                      take on things

9. You can't keep taking these things \_\_\_\_\_ . ( = you can't keep assuming that these things will always be there)  
by decree                      in transit                      for granted

10. The new regulations should prevent banks from \_\_\_\_\_. ( =  
from going bankrupt)  
failing      falling      keeping afloat

**7) Choose the best answer**

1. To arrange/have talks = To \_\_\_\_\_ talks  
hope      hold      take

2. After the last \_\_\_\_\_ ( = series) of talks, they agreed to two of our  
requirements.  
roundabout      circle      round

3. There are still a \_\_\_\_\_ of issues ( = many issues) that we have to  
resolve.  
digit      number      figure

4. The person who works for another company but does the same job as you can be referred  
to as your \_\_\_\_\_ at that company.  
counterpart      counterfeit      counter

5. We have to \_\_\_\_\_ ( = resolve) these differences as soon as  
possible.  
iron out      iron      iron through

6. When one speaks of \_\_\_\_\_ differences, one is saying that there  
are substantial differences in the negotiating parties' positions.  
hollow      expanded      deep

7. The atmosphere was \_\_\_\_\_. = Everyone was friendly/polite to  
each other.  
cordial      deep      opinionated

8. The \_\_\_\_\_ ( = final statement made to journalists) stated that  
the parties failed to reach an agreement.  
communiqué      community      disagreement

9. If the atmosphere of a meeting is described as \_\_\_\_\_, it means  
it's quite formal.  
back-to-business      businesslike      friendly

10. Which one of these terms does NOT mean "negotiations"?  
discussions      talks      counterparts

**8) Choose the best answer**

1. The two sides have not come to an agreement. They are still

\_\_\_\_\_.  
deadly                      successful                      deadlocked

2. It is doubtful that the parties will come to an agreement. There is little hope of a

\_\_\_\_\_.  
changing                      breakthrough                      collaboration

3. P1: So, neither party is willing to \_\_\_\_\_? P2: No. Neither one will make concessions.

complement                      compromise                      retain

4. There is \_\_\_\_\_ in our position. = We have not changed our position.

no change                      not a change                      no changing

5. Negotiations are at an \_\_\_\_\_. = The parties are unable to come to an agreement.

impact                      impart                      impasse

6. When negotiations \_\_\_\_\_, it means that they are continuing, but in an uncertain/difficult manner.

falter                      fall                      fail

7. When will this agreement \_\_\_\_\_? (= start/become valid/begin to operate)

come into effect                      come to effect                      have an effect

8. We hope to \_\_\_\_\_ an agreement by Friday.

come                      restore                      reach

9. The talks broke down. = The talks \_\_\_\_\_.

fell                      collapsed                      fell-down

10. Both sides are hoping for a successful \_\_\_\_\_. (= result)

outcome                      outburst                      change