

Tutor : Larbi

Group : .....

Student's Name : .....

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**1-Match each informal phrase on the left with the closest one in meaning on the right**

- |   |   |
|---|---|
| 1-Would you mind running that by me ? .....                       | a)-Can you elaborate on that ?                    |
| 2-Will you please shed some light on ... ? .....                  | b)-Is it likely to be sorted out ?                |
| 3-I'd appreciate it if you fill me in with. ....                  | c)-Would it be possible to repeat that , please ? |
| 4-Can we say something's bound to work out sooner or later? ..... | d)-Could you get me a bit of further hints on ?   |

**2-Choose the appropriate meaning of each underlined colloquial phrase or expression**

- 1-I just can hardly understand the reason why the insurance company has switched all its transactions to online ? Before it was on the spot, now it takes ages to get things done.  
a- direct      f      b- indirect      c- instant
- 2-I'm moving tomorrow to my new apartment , I'm really sick and tired of all these bits and bobs , I just don't know how I can sort them out, honestly.  
a- major stuff      b- minor stuff      c- secret stuff
- 3-Look , the TV and phone package is about the same as the gas bill, so , what if you pay the first and I pay the second , I think , this way, we'll be quits, won't we?  
b- we'll be equal      we'll be fine      c- we'll be reasonable
- 4-I'm terribly flat out with loads of all subjects homework , I've got a set of questions, as long as my arm.  
a- deeply disappointed by      b- terribly sucked by      c- extremely occupied by
- 5- **A=** Guess what. What's just crept on me is that working smart is always more fruitful than working hard?  
a- I got shocked by      b- I instantly realized      c- I can hardly believe
- B=**Well , I can take it , up to a point, but I can barely believe it's always true.  
a- I presume      b- consider      c- I can digest
- 6- You know, I've just asked my tutor about my project , and he was hesitating to brief me, he said we'd talk about that in class , face to face , surely, I can feel in his tone a but coming.  
a- positive comments      b- negative comments      c- neutral comments

**3-Rewrite each of the statements below using the suitable phrase from the box.**

**BRINGING NEGOTIATIONS TO A HEAD**

**Guaranteeing**

I/We guarantee you that ...  
I/We can assure you that ...  
I/We will do my/our best to ...

**Discussing follow-up documentation**

Shall we put this into a written proposal?  
I think we will need a detailed summary of this.  
Let's draft a contract based on these points!

**Summarizing**

(Just) to summarize ...  
So far we have established ...  
Let me just repeat, if I may.  
This is where we stand.  
I would like to summarize as follows ...  
I/We think/believe we all agree here that ...  
We have certainly covered a lot of ground today!

1- I guess we need an itemized list of this part of the contract.

2- I can assure you the house will be available in July.

3- OK, this is how it is at the moment.

4- We have unusually carried out a lot of work today.

5- We can now set up the contract with these details.

6- Can I just recap on these points?

**4-Complete the blanks with the appropriate binominal or phrase from the box**

**A:** Hi Justin , good to see you, so how was your weekend? Anything special ?

**B:** Nothing special, I was reading a magazine all Day long yesterday. I bet you'd be stunned , perhaps I'd (1)..... Well , (2)..... The number of (3)..... individuals across the globe has doubled in just the last 3 months. How about your weekend , Lora ?

**A:**Well, as I've already secured a ticket to the seasonal concert a month ago, I went There yesterday evening and was (4)..... to enjoy a breath taking spectacle as I thought. In fact, a few seconds after the opening , the entire concert turned into (5)-..... event when most of the musicians , (6).....,made up their minds to quit because of the poor organization and the obvious absence of (7) .....

- high and dry: fail
- off the top of my head: as far as I know
- full of beans: eager
- law and order: management
- down and out : miserable
- shiver down your spine: surprise
- at the drop of a hat: spontaneously

**5-Choose the appropriate phrase for each situation, considering attentively what is underlined .**

- 1-You're asking for information at the Airport help desk , what do you ask?
  - a) I take it you know where I can check in for the flight to Shanghai.
  - b) I don't suppose you know where I can check in for the flight to Shanghai
- 2- Your business partner is talking about terms and conditions on new deals with international customers , but you didn't catch what he said
  - a) Hold on a second, can you run that by me one more time ?
  - b) Hold on a second, can you take me through what you said?
- 3-Your boss is stating a set of new instructions to improve the quality of customer care at the company, and he is asking you to communicate that instantly to every employee, how could you best respond to him :
  - a) I suppose I need a bit of time to digest all that.
  - b) I take it , Sir ,and then what ?
- 4- Your classmate's just told you he's been really missing his family , how do you respond accordingly ?
  - a) Come on , try to put it out of your mind , it's no time to think about that .
  - b) Come on, try to get yourself busy to take your mind off it, get a grip.
- 5- A classmate of yours is having a problem with the term project he has to submit soon. What do you say to show support?
  - a) Chill out , Try and put it out of your mind.
  - b) Chill out , surely it'll all get sorted out in the end.

**6- Underline the connected speech in each statement below, and identify the pertinent rule .**

- 1- I had a fancy dream coming across millions of ten pounds notes .....
- 2-We had a challenging open book exam .....
- 3- Watch out, you stepped o on my toe .....
- 4-Don't you want to meet him ? He's a the best many ,after al .....
- 5-Would you like to try Italian food? .....

**7- In normal fast spoken English, some sounds disappear ; read each statement below and circle the sounds you believe will undergo elision. If possible identify the rule.**

- 1- Let's face the facts, and tell them the truth. - .....
- 2- Last thing to think about is a grand master .....
- 3- Tell her I just don't want to hear any ' ifs and but's ' , it's a task . .....