

41 Practice

Exercise 1 C D E F G

Underline the correct words.

- 1 Although / But I like this company, I probably won't work here long.
- 2 In spite of / Although their shares are rising, their future is still uncertain.
- 3 Kate gave a good presentation, although / despite having very little time to prepare.
- 4 This year our earnings are close to \$8m, while / still last year they were just \$6m.
- 5 Whereas / In spite of these candidates all have an MBA, these other ones don't.
- 6 I read the book you suggested. I didn't enjoy it, although / though.
- 7 I didn't have much time, but / whereas I managed to visit the whole site.
- 8 Nowadays we have very few strikes, but / whereas ten years ago we had a lot.
- 9 We weren't sure whether to go ahead with the launch, but we did it still / anyway.
- 10 Although / In spite of the delay, we still arrived on time.
- 11 I didn't manage to close the deal, although / whereas I really tried.
- 12 Although / Whereas their share price is falling at the moment, the company is still a good long-term investment.

Exercise 2 B

Rewrite each sentence in two ways so it has a similar meaning to the first sentence each time. Use the word/s in brackets.

- 1 Paula visited both the Madrid office and the Barcelona office.
a) (too) Paula visited the Madrid office and the Barcelona office, too.
b) (as well as)
- 2 We can handle the transport arrangements and the insurance.
a) (also)
b) (both)
- 3 I want the sales figures for October and November.
a) (as well)
b) (as well as)
- 4 We're setting up offices in Peru and Ecuador.
a) (also)
b) (too)

Exercise 3 C D E F G

Complete the sentences with one of these words or phrases: *although*, *anyway*, *but*, *in spite of*, *still*, *though*, *whereas*. Use each word or phrase once only.

- 1 Carol didn't recognise Mark Lerner, although she had met him before.
- 2 I don't like karaoke bars, I went with my Japanese clients anyway.
- 3 I offered my best price, but they didn't seem interested.
- 4 I think we'll have to change our suppliers. It's a pity,
- 5 the early problems, the project has been a great success.
- 6 Spain is a mature market, in Portugal there is still room for growth.
- 7 We haven't got all the facts, but it's worth discussing it

42 Practice

Exercise 1 A B

Complete the second sentence so it has a similar meaning to the first sentence and contains the word in brackets.

- It was inconvenient for everyone, so the meeting was postponed. (as)
As the meeting was inconvenient for everyone, it was postponed.
- I sent Karen a copy of the minutes because she missed the meeting. (so)
Karen missed the meeting,
- I had a lot of paperwork to do, so I finished work late. (because)
I finished work late
- I'll call you back. I have to go now because I have a meeting. (so)
I'll call you back. I have a meeting,
- He doesn't know, so I'll ask someone else. (since)
Since

Exercise 2 C D

Underline the correct word.

- We're not in this business just to make/for to make short-term profit.
- I'll explain in more detail so/that our objectives are clear.
- I wrote the date in my diary so that/to I wouldn't forget the meeting this morning.
- He resigned in order to/for spend more time with his family.
- Jack came to me in order to/for advice.
- We'll agree to your offer so that we can/could close the deal.
- We agreed to their offer so that we can/could close the deal.
- She rechecked the figures so that the auditors won't/wouldn't find any errors when they came.
- I'll recheck the figures so that the auditors won't/wouldn't find any errors when they come.
- Many visitors come here to see/for to see our automated production line.

Exercise 3 C D

Match the beginnings of each sentence 1–16 with an ending a) or b).

1 I went to Barcelona to	<input checked="" type="checkbox"/> b	a) the Trade Fair.
2 I went to Barcelona for	<input checked="" type="checkbox"/> a	b) attend the Trade Fair.
3 I'm here for	<input type="checkbox"/>	a) a meeting with Manuel Lopez.
4 I'm here to	<input type="checkbox"/>	b) meet Manuel Lopez.
5 I think it's time to	<input type="checkbox"/>	a) a short coffee break.
6 I think it's time for	<input type="checkbox"/>	b) have a short coffee break.
7 It's worth shopping around for	<input type="checkbox"/>	a) a better price.
8 It's worth shopping around to	<input type="checkbox"/>	b) get a better price.
9 I left work early so that I	<input type="checkbox"/>	a) can go the dentist.
10 I'll have to leave work early so that I	<input type="checkbox"/>	b) could go to the dentist.
11 I kept his business card so that I	<input type="checkbox"/>	a) would remember his name.
12 I'll keep his business cards so that I	<input type="checkbox"/>	b) 'll remember his name.
13 I'll deal with it personally so that there	<input type="checkbox"/>	a) aren't any problems.
14 I dealt with it personally so that there	<input type="checkbox"/>	b) weren't any problems.

43 Practice

Exercise 1 A B C E G

Underline the correct words.

- 1 If registered mail is too slow, we could use a courier instead/instead of.
- 2 The fall in share prices has made investors nervous. On the other side/hand, it's an excellent buying opportunity if you're prepared to take a risk.
- 3 As a rule/Therefore I don't normally have a big lunch, but I'll come with you to the restaurant today.
- 4 All commodity prices rose last week, also/except gold.
- 5 We can either/or wait for a train, or go by taxi.
- 6 I know Madrid very well. As a matter of fact/On the whole, I worked there for a short time many years ago.
- 7 As a matter of fact/On the whole stocks are riskier than bonds, but stocks can give a better return in the long term.
- 8 It's convenient for me to come to work by car. On the other hand/Besides, the train would probably be quicker.
- 9 It's convenient for me to come to work by car. On the other hand/Besides, the company pays for the parking.
- 10 Investment in areas for example/such as biotechnology can be risky.
- 11 Investment in some areas, for example/such as biotechnology, can be risky.
- 12 Can we send an email except for/instead of a fax?

Exercise 2 A B C D E F G

Complete each sentence with a word or phrase from the list below.

actually as well as this either except instead such as therefore
nevertheless so in general

- 1 People think it's expensive, but actually over the long term it isn't.
- 2 The restaurant is open every day Monday.
- 3 She's out of the country and unable to attend the meeting.
- 4 I was going on Tuesday, but now I'm going on Monday
- 5 I think the meeting went very well, although we didn't manage to agree on the composition of the new team.
- 6 Some areas, recruitment, are outsourced to other companies.
- 7 I'm sorry. you accept this price, or we can't do business.
- 8 It's reliable, safe and easy to use. , it's excellent value for money.
- 9 It's reliable, safe and easy to use. , the maintenance costs can be quite high.
- 10 , in short, it's reliable, safe and easy to use.

Exercise 3 A B E

Put four commas in this short paragraph.

In general taking an MBA is a good idea for an ambitious young professional however you do have to make some sacrifices. You miss out on two years' valuable work experience for example and it can be very expensive.

Exercise 4 **A B C D E F G**

48 Read this article about transport policy in city centres. Complete the article by choosing the correct alternative from A, B, C or D below. This exercise includes revision of unit 41.

Want to enter the city?

Sorry, you'll have to pay.

Traffic congestion in city centres is a big problem for both businesses and residents. Policy makers are being forced to think of solutions based on public transport, road pricing and restricted use of one kind or another (1) unlimited access for cars at all times. What are the reasons for this? (2) , cars cause noise and pollution in areas where people walk, shop or go sightseeing, and (3) this they are of

course quite dangerous. (4) , cars cause traffic jams and (5) many hours of work time are lost. (6) , people need incentives before they change their habits and alternatives to cars are often not available or of poor quality. The first thing is that public transport must become more reliable and more comfortable. (7) , bicycle use should be encouraged, (8) by having more cycle lanes. Some large

cities, (9) Amsterdam, are already organised in this way. But the most radical measure is road pricing. Asking motorists to pay to enter city centres is controversial, but is an increasingly common solution. So, (10) , we can see that imaginative and sometimes unpopular measures will be needed to make the city centre a more pleasant place to work and live.

- | | | | |
|-----------------|-----------------|---------------|-----------------|
| 1 A but | B except for | C instead of | D such as |
| 2 A As well | B First of all | C In fact | D As a result |
| 3 A As well as | B Also | C For example | D Except |
| 4 A For example | B However | C And | D Secondly |
| 5 A either | B both | C as a result | D instead of |
| 6 A However | B Therefore | C So | D In conclusion |
| 7 A To sum up | B In addition | C Actually | D For example |
| 8 A to sum up | B in addition | C actually | D for example |
| 9 A such as | B as well as | C instead of | D except |
| 10 A thirdly | B in conclusion | C instead | D also |

Exercise 5 **A C D E G**

49 Complete this speech made by the leader of a Korean trade delegation at the end of a trip to Wales with the words and phrases from the list below.

~~first of all~~ in conclusion in addition therefore instead of as a rule however in fact

'Could I just say a few words? Thank you. Well, (1) first of all I'd like to thank everyone here at GNK for organising today's visit. We have enjoyed meeting all the staff, seeing your new products and looking round your factory. (2) , I would like to thank the local Chamber of Commerce who made the whole trip possible. As you know, we see the European market as very important for our company. (3) , it is central to our future plans. (4) , I'm sure that we can look forward to even closer cooperation between our two companies in the future. (5) I think it's better to keep the ceremonies short on occasions like this, (6) , I would just like to take this opportunity to leave you with something to remember our visit, and so I have great pleasure in presenting this book with photographs of Korea to your director, Chris Armstrong. (7) , I hope that we may soon have the pleasure of welcoming some of you to our country in the future. Perhaps the next time we meet it will be in Seoul (8) Cardiff! Once again, thank you all very much.'