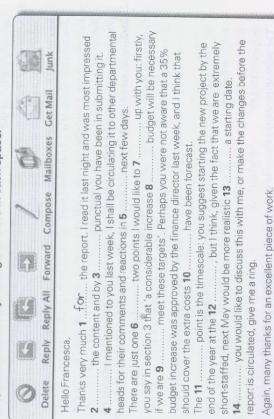
Complete this email by writing one word in each space.



### Vocabulary

### Prefixes over- and under-

Over- often means 'in excess': I think we have a tendency to overdo things (i.e. I'm afraid you've seriously underestimated the time required for this project. do too much). The opposites of such words are usually made with under-:

## Complete these sentences with a word with the prefix over-.

- When you have too much work, you are overworked
  - When a product's price is too high, it is.
- A worker who management values too highly is ..
  - An office which has too many staff is ...

have been ...

- When difficulties have been estimated to be greater than they really are, they
- Someone with too many qualifications for the job they're doing is. A project which has received too many funds is ... 9
  - Someone who is reacting too strongly to something is .....
- **UNIT 3** Internal communications

- 2 What are the opposites of the answers to Exercise 1?
- 3 Complete the sentences below with a verb from the box in the correct form and with the correct prefix, over- or under-.

charge hepare late Sleep 466	Could staff please use the photocopier less? At the moment, it's being serious	He seriously	is a good	4 1 tunnk people tend to his abilities as a manager; he's far better th you think.	This invoice shows that we've been by nearly \$90. Can you phon

nan

# 4 Match these common business words (1-6) with their meanings (a-f).

charge less than (your competitors)	debit more from an account than von have credited	dominating
U	Q	C
WeiDealing (Unit 2)	verdraw	verheads
7	2 0	3 0

d routine fixed costs

e supervise 5 overwhelming (Unit 1) 6 undercut

very large number/amount of

# 5 Complete these sentences with the words from Exercise 4 in the correct

1 I'm not directly involved in the project, but I do have to oversee, the expenditure to make sure it doesn't go over budget.

It can be very frustrating if you have an ...... boss who doesn't allow you space to grow.

The bank sent him a letter of warning because his account was ....... for the 3 The ...... majority of our staff would welcome a more flexible timetable. third time.

5 We will have to become more efficient and reduce our prices because we're being seriously ...... by foreign competitors.