

Reading

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Hello Francesca,

Thanks very much **1** the report. I read it last night and was most impressed **2** the content and by **3** punctual you have been in submitting it.

4 I mentioned to you last week, I shall be circulating it to other departmental heads for their comments and reactions in **5** next few days.

There are just one **6** two points I would like to **7** up with you: firstly, you say in section 3 that 'a considerable increase **8** budget will be necessary if we are **9** meet these targets'. Perhaps you were not aware that a 35% budget increase was approved by the finance director last week, and I think that should cover the extra costs **10** have been forecast.

The **11** point is the timescale: you suggest starting the new project by the end of the year at the **12** , but I think, given the fact that we are extremely short-staffed, next May would be more realistic **13** a starting date.

14 you would like to discuss this with me, or make the changes before the report is circulated, give me a ring.

Again, many thanks for an excellent piece of work.

Angela

Vocabulary

Prefixes over- and under-

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

1 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
- When difficulties have been estimated to be greater than they really are, they have been
- Someone with too many qualifications for the job they're doing is
- A project which has received too many funds is
- Someone who is reacting too strongly to something is

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 prepare rate sleep ~~use~~

- Could staff please use the photocopier less? At the moment, it's being seriously *overused*. - remember: this is supposed to be a paperless office!
- He seriously his presentation and had far too much material.
- I don't think is a good excuse for arriving late for work.
- I think people tend to his abilities as a manager; he's far better than you think.
- This invoice shows that we've been by nearly \$90. Can you phone them and ask for a refund?

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

- overbearing (Unit 2) a charge less than (your competitors)
- overdraw b debit more from an account than you have credited
- overheads c dominating
- oversee d routine fixed costs
- overwhelming (Unit 1) e supervise
- undercut f very large number/amount of

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

- 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 majority of our staff would welcome a more flexible timetable.
- The bank sent him a letter of warning because his account was for the third time.
- We will have to become more efficient and reduce our prices because we're being seriously by foreign competitors.
- We will have to control our more tightly if we are going to increase our profits.