Before you do these exercises, look at page 62 of the Reference section.

**Meaning** 1 Choose the correct options.

1. Although the training organization TrainULike only set up business last year, it is expanding / increasing into new markets.
2. The renowned electronics firm DigiKom has a good reputation. It is recognized / seen internationally.
3. The Chairman of the upcoming new company wanted to establish a solid client base / basis before moving into new areas.
4. When choosing a new job, a clean environment / economy is important to many people.
5. When the contractor came into the office, he worked at the hot / limited desk.
6. Despite reports in the press of a hostile takeover, the two companies had in fact decided to work together and had merged / partnered.

**Spelling** 2 Complete the missing words.

1. Last year, GlobalTrain, a large training company, took over LearnLocal, a small company based in southwest England.
2. Have you heard that PG Trips and FunHols are merging? They hope to have a stronger presence on the holiday market by working together.
3. Because of our successful marketing strategy and the innovative results from research and development, we are now in receipt.
4. To remain competitive, we need to reduce our prices and deliver more quickly.
5. After the scandal surrounding the members of the Board, the company’s reputation went downhill.
6. To gain access to the company premises, you need to show your security pass at the gate.

**Pronunciation** 3 Mark the sounds that run together between separate words in the phrases below. Not all the phrases have sounds that run together.

1. We have to close offices in the regions.
2. A good reputation requires hard work.
3. RJ Chemicals is recognized internationally.
4. Take the lift to the third floor.
5. The takeover resulted in job losses.
6. A clean and friendly working environment is important to me.
7. We work solely with well-known companies.
8. We support upcoming companies in their development.
Collocations 4 Which words can go in front of company and office?

_________ company

_________ office

Word families 5 Complete the diagram.

<table>
<thead>
<tr>
<th>Noun</th>
<th>Verb</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>to make a profit</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>expanding</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>to have a (good) reputation</td>
<td>6</td>
</tr>
<tr>
<td>competition</td>
<td>7</td>
<td>merging</td>
</tr>
<tr>
<td>trade</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

Consolidation 6 Think of vocabulary relating to companies and offices that you might need to understand and/or use.

1 Note it down.
2 Put it into sentences that you are likely to come across.
3 Practise saying and writing them.

NOW TURN TO YOUR LEARNING JOURNAL AND MAKE NOTES ON THIS SECTION.