

VOCABULARY

A Complete each sentence with the best word.

- 1 Good presenters rarely ramble. They usually try to be as ... *succinct* ... as possible.
 a) inarticulate b) hesitant c) succinct
- 2 Her arguments were so that we all agreed to her proposal.
 a) fluent b) extrovert c) persuasive
- 3 The audience were very and carried him through his difficult presentation.
 a) responsive b) eloquent c) coherent
- 4 She is a very person. She always keeps her attention fixed on what she wants to achieve.
 a) sensitive b) focused c) fluent
- 5 He never says what he thinks or shows what he feels. How can anybody be so?
 a) rambling b) fluent c) reserved
- 6 Everybody seems so here. They behave and speak freely, and do not really care what other people think.
 a) incoherent b) articulate c) uninhibited
- 7 We know that not all politicians are Some of them even use an autocue.
 a) eloquent b) inhibited c) hesitant

B Match these words to make compounds and collocations relating to communication.

- | | | |
|---------------|--|------------------|
| 1 extensive | | a) accuracy |
| 2 eye | | b) communication |
| 3 body | | c) contact |
| 4 grammatical | | d) humour |
| 5 sense of | | e) language |
| 6 effective | | f) vocabulary |

VOCABULARY +

C Complete the following phrases with *say* or *tell* as appropriate.

- | | |
|-----------------------------------|--------------------------------------|
| 1 <i>tell</i> a story | 6 somebody what to do |
| 2 the time | 7 hello / goodbye |
| 3 as far as I can | 8 a lie / lies |
| 4 yes or no | 9 what you mean |
| 5 somebody to do something | 10 something under your breath |

D Complete the following sentences with the appropriate form of say or tell.

- 1 Can you think of situations when it might be better not to^{tell}..... the truth?
- 2 How easy or how difficult do you find it to other people to do things for you?
- 3 In meetings, how often do you what you think?
- 4 Have you ever a joke in English?
- 5 How easy or how difficult is it to the difference between the banknotes used in your country?
- 6 Can you 'How are you?' in more than three languages?
- 7 When you were a child, did you use to do as you were ?

Check your answers in the key. Then answer the questions for yourself.

LANGUAGE REVIEW

Idioms

A Complete the idioms in the sentences below with the correct nouns.

- 1 They sent us a very long reply with all the details. But to put it in a ^{nutshell}, that's it, we've won the contract!
- 2 I wish my boss would stop beating about the and tell me clearly whether or not I stand a chance of being promoted soon.
- 3 She expected profit figures and I was going on about sales figures. Once again, we were just talking at cross
- 4 Not official yet, but it seems we're going to relocate. Just heard it on the
- 5 If you think you can give a good presentation just because you know your subject inside out, well, I'm afraid you've got the wrong of the
- 6 This is a very badly written report. I just can't make or of it.
- 7 I've tried to tell my boss, but it's like talking to a No reaction!

B Reorder the words to make idioms.

- 1 to / the / in / loop / someone / keep
- 2 to / straight / the / get / mouth / it / horse's / from
- 3 to / point / come / the / straight / to
- 4 to / picture / somebody / the / in / put
- 5 to / on / wavelength / same / be / the

C Complete the sentences with the correct form of an idiom from exercise B.

- 1 I know you couldn't attend the meeting, so here's a summary of the main points just to ... ^{put you in the picture}
- 2 Let me: I think your performance is totally unsatisfactory.
- 3 I want to be I don't want important decisions to be taken without me.
- 4 I thought it was a rumour, but today I Andrew told me he was resigning.
- 5 Fortunately Sue and I so we hardly ever disagree about anything.

D Match these new idioms with their definitions.

- | | |
|------------------------------|---|
| 1 air your views | a) tell somebody all the information they want or need to know |
| 2 be at a loss for words | b) unable to say anything because something surprising or totally unexpected has happened |
| 3 drop a hint | c) express your opinions about something in public |
| 4 give somebody the low-down | d) give somebody regular information about things |
| 5 keep somebody up to date | e) make a suggestion in an indirect way |

E Complete the sentences with the appropriate form of an idiom from exercise D.

- E-mail me every day to *keep me up to date* with the latest developments, will you?
- When she was told she'd been nominated Businesswoman of the Year, she
- Could you briefly on their financial situation before our meeting this afternoon?
- Every week in our department there's a meeting where the administrative staff can and discuss problems.
- We can't be sure, but management that there might be redundancies.

WRITING

Linking ideas

A Study the examples of linking words.

- Despite* his great sense of humour, he often finds it difficult to respond to his audience.
- In spite of* his shyness, he is a brilliant speaker.
- Although* he generally communicates his ideas clearly, I often find it hard to follow him.
- Even though* I'd put them in the picture, they didn't seem to grasp what I was on about.

Cross out the two explanations which are not correct.

The words in *italics* are used to

- express the cause of something, the reason for something.
- reinforce an idea, add information.
- contrast ideas.

B Tick the three sentences which make sense. Then check your answers in the key.

- I managed to follow their conversation, *although* my attention had drifted away. ✓
- Even though* the talk was awfully boring, I left the room after a couple of minutes.
- Despite* the fact that he knew he was right, he refused to admit it.
- In spite of* their criticisms, I didn't lose my confidence.
- I was unable to express my disagreement *although* I am generally assertive.
- I felt sleepy throughout the meeting *in spite of* my tiredness.

C Rewrite the three incorrect sentences in exercise B.

D Use your knowledge of linkers to guess the meaning of the words and phrases in *italics*.

- 1 Although Sue is usually very direct, this time she was really *beating about the bush*.
- 2 Despite the market's *bearish* trend, he was optimistic about share prices going up again soon.
- 3 Although he often tends to *waffle*, today he made a presentation that was clear, concise and to the point.
- 4 Their new product sold quite well even though the advertising campaign was a complete *flop*.
- 5 They managed to find a huge site for the new factory in spite of the *scarcity* of land in that part of the country.

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