

**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 .....<sup>tell</sup>..... 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 .....<sup>nutshell</sup>....., 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 ...<sup>put you in the picture</sup>....
- 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.

LANGUAGE WORK

**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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