

1 Speaking

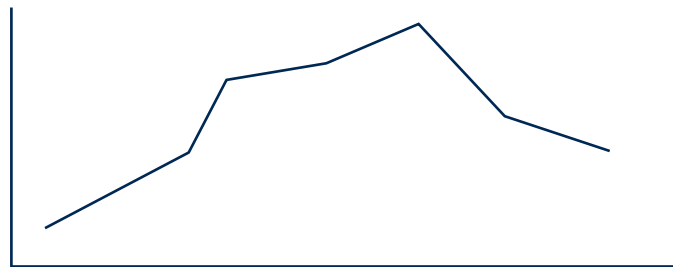
Discuss the following questions with a partner.

- What makes a company successful? Name five successful companies and say what made/makes them successful.
- What can destroy a company? Can you think of any examples?

2 Vocabulary

Look at the graph below and describe the sales using the language in the box.

Sales Q1 to Q4 – 2013-2014



increase		decrease		no change
slow	increase		decrease	remain the same/unchanged
steady	rise		4. d_____e	
gradual	gain		5. d_____p	
1. s_____t	surge		6. f_____l	
2. s_____n	growth		7. r_____n	
3. d_____c	escalation			
increased	slowly			
8. r_____e	steadily			
gained	gradually			
surged				
9. g_____w				
escalated				

Add any more words to the columns you can think of.

3 Language

Tell a partner what you think might have happened at the company to cause the changes outlined in the graph.

Work with a partner and unscramble the following words in order to make a grammatically correct sentence.

1. company / may / lost / have / contract / a / The .

2. The / might / Managing / resigned / Director / have .

3. could / problems / had / have / company / The / financial .

4. the / have / been / some / must / There / problems / product / with .

5. campaign / have / very / good / advertising / a / can't/ The / company / released .



Listen and check your answers then discuss these questions with your group.

- In which of the sentences is the speaker certain about what happened?
- How do you know?
- Rank the sentences in order of strength.

Work with a partner. Read the situations below and discuss what you think happened.

- You arrive at work early to discover your boss asleep at his desk in his pyjamas.
- In the morning, you look in your diary and discover you have a meeting, but you have no memory of arranging it.
- After lunch, you come back to the office to discover that smoke is coming from your computer.
- You take a taxi home, but then the taxi driver starts driving in the opposite direction.

4 Listening



Listen to the following company meeting and answer the following questions.

- What is being reviewed?
- What points does the speaker make?

5 Language



Listen again and write the missing words in the gaps.

- _____ we took the decision to move our offices to a new building on an industrial site outside the city.
- _____ the staff survey highlighted this point.
- _____ is the impact the location has had on our business.
- _____ we have lost a number of clients in the last year due to the distance they have to travel.
- _____ the move has been more expensive than we planned.
- _____ why I've brought you here today.

Add the phrases to the table.

Introduces ideas	
Expresses result	
Adds another related point	

6 Pronunciation

Listen again and mark (//) where the speaker makes a deliberate pause. What effect does this have?

As you all know we moved premises last year and as our contract runs for another year we need to consider whether we would like to renew it last year we had two options we could've remained in the old premises which although old and in need of work was conveniently located in the centre staying there however would've involved paying high overheads and as we all realised the overheads were having an impact on our profit margins that's why we took the decision to move our offices to a new building on an industrial site outside the city now I know the move must've been quite unsettling for some of you but I think a year on we can all say that as a team we are now fairly settled here it's modern and open planned which I think has improved team dynamics within and between departments in fact the staff survey highlighted this point.

Practise reading the sentences and adding pauses.

7 Speaking

You are going to have a meeting to review a project. Look at the meeting agenda below and follow the instructions your teacher gives.

You will need to appoint a chairperson for the meeting. This person is responsible for introducing the items on the agenda and leading the discussion.

Agenda

1. Outline of the meeting
2. Summary of the business problem
3. Reasons for the failure of the product
4. Plans to relaunch the product
5. Concluding thoughts