

# UNIT 12 Processes and operations

## Vocabulary

EXERCISE 1 Choose the best word to fit the gap.

- 1 The operations \_\_\_\_\_ in how a photocopier works are clearly explained in the manual.  
A invested      B invented      C involved      D investigated
- 2 It doesn't matter if you don't know all the technical \_\_\_\_\_ as long as you can describe the process.  
A conditions      B terms      C particulars      D qualifications
- 3 There was a major breakdown in the factory so the assembly line was brought to a \_\_\_\_\_.  
A stoppage      B close      C halt      D pause
- 4 The temperature of the chocolate mixture has to be carefully \_\_\_\_\_ as it affects texture and flavour.  
A monitored      B guided      C followed      D surveyed
- 5 Paper can get \_\_\_\_\_ to the drum or between the rollers.  
A fixed      B joined      C connected      D stuck
- 6 The motor should rotate the wheels at very \_\_\_\_\_ speeds to ensure a consistent mix.  
A correct      B precise      C definite      D particularly
- 7 This model is fitted \_\_\_\_\_ all the latest electronic gadgets.  
A on      B for      C with      D up
- 8 Full \_\_\_\_\_ are given on the back of the packet.  
A instructions      B operations      C outlines      D functions
- 9 There was no room in the warehouse as all \_\_\_\_\_ space was taken up with unsold machinery.  
A allowable      B available      C attainable      D applicable
- 10 A microprocessor \_\_\_\_\_ temperature changes.  
A contracts      B conveys      C controls      D converts

# New International Business English

## Reading

EXERCISE 2 Complete the flowchart, showing how chocolate is made, by putting the sentences (A-H) in the correct order.

1 ___ ⇒	2 ___ ⇒	3 F ⇒	4 ___ ⇒
5 H ⇒	6 ___ ⇒	7 ___ ⇒	8 C

- A While the kibbling is taking place the shells are blown away by air currents.
- B When the chocolate beans arrive at the factory they are sorted out and cleaned.
- C This solid mass is used to make a variety of chocolate products.
- D The grinding reduces the nibs to a thick, hot liquid known as 'mass'.
- E The mass is allowed to cool and, as it does so, it solidifies.
- F The next process, called kibbling, involves breaking down the beans into small pieces.
- G Then the beans are fed into revolving drums where they are roasted.
- H When all the shells have been removed, the small pieces of bean or 'nibs' are ground in mills.

EXERCISE 3 Read this conversation and fill in the gaps by choosing phrases from the box. There are two phrases you do not need to use.

- A: (1) \_\_\_\_\_, collect all the things you need for the recipe.  
B: I see.  
A: (2) \_\_\_\_\_ is to put all the ingredients in a bowl and mix them together.  
B: I'm with you, so far.  
A: (3) \_\_\_\_\_ everything is blended well together. You don't want any lumps!  
B: (4) \_\_\_\_\_ to make the mixture as smooth as possible?  
A: Yes, that's right. You then put the mixture into a greased cake tin and pop it in a preheated oven.  
(5) \_\_\_\_\_. Not very difficult, is it?  
B: I can't wait to try!

And then finally	First of all	So, is the basic idea	Make sure that
Be careful not to	So, there we are	The next thing you have to do	