

## UNIT 4 Summaries, notes, reports

### Vocabulary

EXERCISE 1 Choose the best word to fit the gap.

- 1 Printix are offering us a 15% \_\_\_\_\_ on all orders over \$1000.  
A interest            B replacement            C discount            D consultation
- 2 It's important to take \_\_\_\_\_ breaks when working at a computer.  
A frequent            B lots            C repeated            D often
- 3 The new Managing Director of the company has just been \_\_\_\_\_.  
A applied            B decided            C requested            D appointed
- 4 Make sure that the main \_\_\_\_\_ of the report contains only relevant information.  
A business            B body            C content            D form
- 5 If this project is completed on time we will receive a \_\_\_\_\_ in next month's pay.  
A bonus            B batch            C bill            D salary
- 6 He was asked to \_\_\_\_\_ a thorough review of the health and safety provision within the organisation.  
A underline            B undergo            C undertake            D understand
- 7 If you're taking notes it's a good idea to make them as clear and \_\_\_\_\_ as possible.  
A quick            B brief            C essential            D rough
- 8 As a \_\_\_\_\_ of the review, they decided to close the factory down.  
A conclusion            B finding            C purpose            D result
- 9 There is a \_\_\_\_\_ danger that the new regulations will be misunderstood by many staff.  
A unnecessary            B bad            C unfortunate            D grave
- 10 The consultants \_\_\_\_\_ the importance of managers involving staff in the issue of timekeeping.  
A emphasised            B recommended            C motivated            D related

# New International Business English

## Punctuation

EXERCISE 2 There is an incorrect punctuation mark in each of the lines of the texts. Underline each mistake and put the correct punctuation mark at the end of the line. The first one has been done as an example.

Following your memorandum of 27 <u>April</u> ; we carried out	April,
study of staff view's in three selected departments	(1)
to see, how the arrangements for breaks had been working.	(2)
I here summarise the results.	(3)
• 65% office workers found the break arrangements satisfactory:	(4)
• 25% would be in favour of a shorter lunch break;	(5)

EXERCISE 3 There is a missing punctuation mark in each of the lines of the texts. Underline the word next to where it should be and put the correct punctuation mark at the end of the line. The first one has been done as an example.

You also asked for my views on how to deal with <u>unions</u> I mentioned	unions.
that in some departments the break was lasting too long The union	(1)
representatives answer was not very helpful. She said the union	(2)
would always insist on the break being left as it is. In conclusion it	(3)
seems important to draw the Boards attention to possible difficulties	(4)
which the installation of clocking in machines could bring.	(5)