

3 Welcome to the business world

8 Review

8 a Language in use (p. 51)

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|---------|---------|---------|
| 1 since | 4 for | 7 for |
| 2 for | 5 Since | 8 since |
| 3 since | 6 for | 9 since |

8 b Language in use (p. 51)

- | | | |
|--------------------|--|----------------------|
| 1 did not try | 4 Has (the CEO of the company) arrived | 7 has not read |
| 2 has already been | 5 finished | 8 has never listened |
| 3 has worked | 6 has never given | 9 Did (you) write |

8 c Language in use (p. 51)

- 1 If you dress professionally, people will say that you are competent.
- 2 If you are friendly, others will feel more comfortable talking to you.
- 3 If you arrive late for a meeting, it will create a negative first impression.
- 4 If you speak confidently, you will leave a strong first impression.
- 5 If you do not keep eye contact, others will feel disrespected.
- 6 If you do not greet people in a friendly way, they will not feel welcomed.
- 7 If you do not listen actively, others will not feel heard.
- 8 If you do not do your work on time, others will not be willing to work with you again.
- 9 If you always criticise others, you will not find anyone in class who wants to work with you.

8 d Vocabulary (p. 52)

1A, 2B, 3B, 4B, 5A, 6A, 7B, 8A

8 e Vocabulary (p. 52)

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|----------------|-------------------|-----------------------|
| 1 addressed | 4 say | 7 consideration |
| 2 team members | 5 share | 8 solve |
| 3 goals | 6 teamwork skills | 9 did not participate |