

1. Complete the text. Make new words from the words in capital letters.

A guide to doing business in the Far East

When doing business in foreign countries, it is difficult to know exactly what to say, but it is equally important to know how to behave so that you make a good impression. Let's look at some tips on doing business in China.

The Chinese 1 _____ (APPROVE) of negative answers. It is much better to say 'I'll think about it' rather than 'No'. Other things that are said can also be 2 _____ (DECEIVE). Be careful if a Chinese business partner says that a problem is not serious. What he means is the opposite. Be polite and careful in negotiations. Don't try to be 3 _____ (PUSH) and don't see business as a competition. If you are too 4 _____ (DOMINATE) and cause embarrassment, you won't be successful at all. Quiet, polite behaviour is much more important than being 5 _____ (AUTHORITY) in China.

Other helpful hints

A business card printed in gold is a good idea, the gold gives an 6 _____ (INDICATE) of wealth and power. However, one thing to avoid is giving gifts. It may not only spoil what could become a long lasting 7 _____ (FRIEND) between you but could also cause you a lot of problems as it is, in fact, illegal.

2. Complete the sentences with one word in each gap.

1. That jacket looks really good on you. It really flatters your _____.
2. I know he's always been a risk _____ but he should be more careful sometimes.
3. You can tell from his body _____ that he's not very friendly.
4. She sounds angry but look at her facial _____; she's not really.
5. Remember to make _____ contact when you're answering his questions.
6. She's a real home _____. She doesn't even like going on holiday.
7. You don't do well in interviews because you come _____, as shy.

3. Complete the sentences. Make new words from the words in capital letters.

1. We're doing much better than our competitors. Our products _____ (SELL) theirs by almost two to one.
2. He's very _____ (AMBITION) and I'm sure he'll be successful in life.
3. He's not shy, he's just a bit of a _____ (LONE).
4. Don't be so _____ (DEFENCE). You asked for my opinion and I gave it.
5. My parents _____ (APPROVE) of my new boyfriend. They don't like him at all.
6. These clothes are so _____ (FASHION) that even my dad would be ashamed of wearing them.
7. My boss is so _____ (AUTHORITY) that it's like being in the army.

4. Complete the text with one word in each gap.

Hi Carole,

I've just got back from 1 _____ unpleasant day trip to the seaside. My little brother has recently 2 _____ up surfing, and so we all had to go and watch him in a tournament. We had to set 3 _____ at 6 a.m. because 4 _____ tournament started at nine. There were hundreds of people in the competition, so we had to wait for ages, but we couldn't go and get a cup of coffee or anything because we didn't know when it would be Sam's turn.

Of course, when he had his go, he didn't do very well and, when he found out that he hadn't got into the second round, he burst 5 _____ tears and kept on crying until Dad bought him an ice

cream. Then Mum stood on a piece of glass on the beach and had to go to hospital, and there was a huge queue there, so we didn't get home until about eight o'clock this evening.

The worst thing is that there are tournaments almost every week so, 6 _____ the end of the summer, we will 7 _____ had about twelve more happy family Sundays!

Anyway, that's why I haven't answered your email before. Now I've got to get on with my homework.

See you tomorrow,

Debs

5. Complete the sentences so that they mean the same as the original sentences.

0. Don't worry. Your last exam finishes tomorrow.

Don't worry. By tomorrow evening, you *will have finished your exams*.

1. I've arranged to meet Colin at seven o'clock.

I'm _____ .

2. Before I go to university, I'm going to travel around the world.

By the time I start university, I _____ .

3. The meeting finished before we arrived.

When we arrived _____ .

4. I bought this hat in 1998.

I've _____ .

5. I started writing this essay two hours ago and I still haven't finished.

I've _____ .

6. Last week, I appeared on stage for the first time.

Before last week, I _____ .