

- That's the place where I worked last year.  
That's the place **in which** I worked last year.
- This is Mr Brown; his daughter is an actress.  
This is Mr Brown **whose** daughter is an actress.
- Monday is the day when he holds meetings.  
Monday is the day **on which** he holds meetings.
- The manager interviewed some people, but none of them were suitable for the job.  
The manager interviewed some people, none of **whom** were suitable for the job.
- No one knows the reason for her resignation.  
No one knows (the reason) **why** she resigned.
- It was such a hard job that he decided to quit.  
The job was **so** hard that he decided to quit.
- She fell behind so she needed to do overtime.  
She fell behind and **as a result/consequently/therefore** needed to do overtime.
- The deadline was too tight for her to meet.  
It was **such** a tight deadline **that** she couldn't meet it.

**1** Complete the sentences using the word in bold.  
Use two to five words.

1 That's the building where my father works.

**WHICH** That's .....  
..... my father works.

2 She invited five colleagues to the dinner, but none of them were able to come.

**WHOM** She invited five colleagues to the dinner, ..... to come.

3 It was such a beautiful day that he spent it outdoors.

**SO** The day .....  
..... he spent it outdoors.

4 Linda broke her leg so she can't come to work.

**RESULT** Linda broke her leg and .....  
..... she can't come to work.

5 17th May is the day when I started work.

**ON** 17th May.....  
..... I started work.

6 Nobody knows the reason for her sadness.

**WHY** Nobody knows .....  
..... sad.

7 This is Mrs Adams; her company makes children's toys.

**WHOSE** This is Mrs Adams, .....  
..... children's toys.

• **Lexicogrammatical sentence transformations**

**2** Complete the sentences using the word in bold. Use two to five words.

1 Jack doesn't know what made Lisa leave the company.  
**WHY** Jack has .....  
..... the company.

2 They postponed the meeting until 3 o'clock.  
**PUT** The meeting was .....  
..... until 3 o'clock.

3 It was silly of him to forget about the meeting.  
**WHICH** He didn't .....  
..... was silly of him.

4 I had a lot of work. I couldn't go to the party.  
**BUSY** As a result of .....  
....., I couldn't go to the party.

5 The company belongs to Mr Johnson. He is a wealthy businessman.  
**OWNS** Mr Johnson, .....  
....., is a wealthy businessman.

6 Gregory has a bad cold, so he can't come to work.  
**RESULT** As .....  
bad cold, Gregory can't come to work.

7 A lot has changed in the office in the past few years.  
**MANY** There .....  
in the office in the past few years.

8 It's his duty to deal with customer complaints.  
**RESPONSIBLE** He .....  
..... with customer complaints.

9 You'll have no difficulty getting a job.  
**EASY** You'll ..... a job.

• **Lexical multiple choice items**

**3** Choose the correct answer, A, B, C or D.

- 1 We need to call our ..... and order more stationery.  
A supplier    B client    C agent    D buyer
- 2 Are you really sure you want to hand in your ..... ?  
A redundancy                      C recruitment  
B resignation                        D retirement
- 3 That company turned a(n) ..... in its first year.  
A budget    B profit    C interest    D fund
- 4 The company has launched a(n) ..... drive for  
Web programmers.  
A employment                      C recruitment  
B induction                         D appointment
- 5 Only ..... members of staff can open and lock the  
building.  
A senior                                C superior  
B authoritative                      D mature
- 6 Always read the small ..... of a contract before you  
sign.  
A print            B words    C writing    D letters

• **Word formation**

4 **RNE** Read the text and complete gaps with the correct word derived from the words in bold.

## A convenient time to convene!

For many people, meetings are part of

1) ..... working life. But often, **DAY** they can be difficult to set up.

That's why Keith Harris created a useful website that helps companies schedule their meetings. 2) .....,

**APPARENT**

according to data from Harris's site, one interesting statistic is that

3 pm on a Tuesday is the most

3) ..... time to hold a meeting.

**SUIT**

But why? Well, to start with, it's not too early in the week or in the day. As Harris explains, mornings are not

popular because at that time most office workers have to sort out the

4) ..... of their day. And 3 pm

**ORGANISE**

is also not too late, as it means the meeting is likely to finish before five o'clock! So, why do people have a

5) ..... for Tuesdays? It's

**PREFER**

because it leaves the rest of the week free to finish other jobs. So, remember, if you need to call a

business person at 3 pm on a Tuesday, don't be surprised if his or

her 6) ..... asks you to call

**ASSIST**

back later!

• Selective cloze

5 **RNE** Read the texts and for each task 1-7 choose the correct answer 1, 2, 3 or 4.

# INEMURI

*The Japanese art of sleeping at work*



Most experts agree that adults should get at least 8 hours of sleep a night. However, in recent years the number of hours people sleep has been falling steadily. The **1)** ..... of this can be seen in workplaces around the world. It seems most workers **2)** ..... on cups of coffee to keep active and alert. Not the Japanese, though! Although adults there get just over 7 hours of sleep a night on average, they **3)** ..... themselves a short nap in the office! The practice is called 'inemuri', which means 'being present while sleeping', and is accepted and even respected in Japanese office culture. In fact, it is viewed as a sign that the worker is temporarily **4)** ..... from working very hard. There are some unwritten rules, however. Firstly, you must sit upright in your chair while napping so you can be easily awoken; you shouldn't nap in front of your boss; and you mustn't nap for more than 20 minutes a day. Also, only senior workers at a company can indulge **5)** ..... inemuri without fear of upsetting anyone. People who are new to a firm need to show they are keen to learn as much **6)** ..... they can about it. All **7)** ..... all, however, many experts believe the West has a lot to learn from the practice.

- |          |                |                |                 |               |
|----------|----------------|----------------|-----------------|---------------|
| <b>1</b> | 1 developments | 2 consequences | 3 circumstances | 4 settlements |
| <b>2</b> | 1 rely         | 2 respond      | 3 revolve       | 4 restore     |
| <b>3</b> | 1 offer        | 2 donate       | 3 allow         | 4 let         |
| <b>4</b> | 1 emptied      | 2 exhausted    | 3 vacated       | 4 expired     |
| <b>5</b> | 1 at           | 2 in           | 3 of            | 4 with        |
| <b>6</b> | 1 than         | 2 as           | 3 for           | 4 though      |
| <b>7</b> | 1 in           | 2 on           | 3 of            | 4 to          |