



# EN 139 - Business English

## Section I

- |        |       |
|--------|-------|
| 1. C   | 6. D  |
| 2. E   | 7. C  |
| 3. A   | 8. C  |
| 4. B   | 9. D  |
| 5. A+C | 10. C |

## Section II

- |                |                |
|----------------|----------------|
| 1. a           | 6. a           |
| 2. $\emptyset$ | 7. an          |
| 3. a           | 8. the         |
| 4. the         | 9. $\emptyset$ |
| 5. the         | 10. the        |



## Gerunds and Infinitives

- |                 |             |
|-----------------|-------------|
| 11. Evaluating  | 14. helping |
| 12. complaining | 15. to give |
| 13. paying      |             |

16.

a) In this sentence, they stop the vehicle to let more people get on board.

b) Here, they do not allow any extra passengers to get on board.

17.

a) He/she will try to phone her some time after the meeting has finished.

b) He/she will try phoning her right after the meeting has finished.

## Conditional

18. D

20. F

19. E

21. B



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Kandidatnr. : 3222  
Dato : 24.11.2014  
Ark nr. : 3 av 4

## Adjectives

From strongest (1) to weakest (5)

22.

1. plummet 2. fall 3. decline 4. slide 5. dip

## Reported speech

23. He told me the meeting would discuss M & S's new strategy to maximize sales.

24. She said she didn't want him to go ~~to~~ public with that information.

25. He claimed if the numbers looked good, they should go ahead and schedule a press conference.

## Section III

1. Subject: Meeting November 11th

Dear staff members

We just received samples of garments from the new womenswear range, and I would like to gather all of you to examine them



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and discuss the launch of the new range.

The meeting will be held on the eleventh of November at 4pm in the west corner of the second floor.

I Look forward to seeing you all there.

Sincerely,  
Sawl Tagger

2. Delivering a good oral presentation is, for many, not an easy task. I will now discuss some of the features which can help improve an oral presentation.

Firstly, introduce yourself and make eye contact with the audience. This will make it easier to keep their attention. Speaking calmly is also important, otherwise the listener might not understand what you are trying to say and lose interest quickly. Move around a little to prevent the presentation from being static and boring. If using slides during the presentation, make sure they are well put together, understandable and visually exciting. Also, try not to depend too much on the script or slides. If all you do is read, the audience might as well just read the presentation themselves.