

WORD FORMATION & PREPOSITIONS

Word building - verbs, nouns and adjectives

7 Complete the table with the correct word forms.

Verb	Noun	Adjective
acquire	¹ _____	
² _____	competition	competing, ³ _____
develop	⁴ _____	developing, ⁵ _____
⁶ _____	expansion	⁷ _____, expansive, expanded
⁸ _____	failure	failing
grow	⁹ _____	growing
innovate	¹⁰ _____	¹¹ _____
¹² _____	merger	
perform	¹³ _____	
¹⁴ _____	profit	profitable
risk	risk	¹⁵ _____
succeed	¹⁶ _____	¹⁷ _____
¹⁸ _____	takeover	

8 Complete the pairs of questions with the correct form of the word in capitals. Then discuss the questions with a partner.

COMPETE

- In what ways is _____ good or bad for business?
- Which supermarket chains offer the most _____ prices in your country?

GROW

- Can you name two countries with fast-_____ emerging markets?
- Which industries are experiencing most _____ in your country?

SUCCESS

- Can you name any _____ businesspeople in your country?
- What are some qualities you need to _____ in running a business?

Verb	Noun - thing	Noun - person
automate	automation	-
collect	¹ _____	collector
² _____	delivery	-
distribute	distribution	³ _____
fulfil	⁴ _____	-
-	⁵ _____	logistician
⁶ _____	manufacturing	manufacturer
⁷ _____	⁸ _____	operator
pack	¹⁰ _____,	packer
⁹ _____	¹¹ _____	packager
¹² _____	product/production	¹³ _____
retail for/at	¹⁴ _____	retailer
¹⁵ _____	supply	¹⁶ _____
transport	¹⁷ _____ (Br. Eng.), ¹⁸ _____ (Am. Eng.)	transporter

8 Look at the questions and decide if the words in bold are correct. Change them as necessary and then discuss the questions with a partner.

- 1 How feasible or safe is it for items to be **delivery** by drone where you live/work? Consider different kinds of **good**, such as books, clothes, toys, electronic equipment, office equipment, food and drink.
- 2 What are the advantages and disadvantages of **manufacturers** using robotics (robot technology) in warehouses?
- 3 If drones become a popular method of delivering goods to customers, how will **supplies** and **distributes** need to adapt their **operations**?

Word patterns

F Choose the correct answer.

- 1 Who is responsible dealing with complaints?
A with B for C in D at
- 2 We began looking round for advertising agencies which had experience of our market.
A to B with C by D at
- 3 The covering letter wasn't attached the CV.
A to B with C from D by
- 4 Don't you think you should apply for the job writing?
A with B for C at D in
- 5 I was only absent the office for a few minutes!
A for B from C in D about
- 6 Success in this industry depends a lot luck!
A with B from C at D on

G Cross out the incorrect word in each sentence and write the correct word on the line.

- 1 Sadie's quite good in typing.
- 2 Jimmy qualified at a doctor a couple of years ago.
- 3 You need to be good at languages to work in an interpreter.
- 4 It'll be good that Rudy to get some work experience this summer.
- 5 You've got to be experienced from dealing with difficult authors if you want to be an editor.
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- 6 We specialise for manufacturing tiles for the building industry.
- 7 After qualifying as veterinary medicine, she decided to move to Yorkshire.
- 8 I'd love to work as advertising.
- 9 Joanne is training for become a trapeze artist at the moment!

Word formation

H Complete the sentences by changing the form of the word in capitals when this is necessary.

- 1 All the heavy (**MACHINE**) in the factory has been manufactured on site.
- 2 Al is a manager at the local water (**WORK**).
- 3 An (**INDUSTRY**) dispute is threatening to delay production of the new car.
- 4 We work under close (**SUPERVISE**), so there's not much opportunity for initiative.
- 5 Farm (**WORK**) in Belgium have accepted a 5% pay increase.
- 6 There'll be an (**ADD**) charge of €30 for delivery.
- 7 Supersonic planes have never been a (**COMMERCE**) success.
- 8 We couldn't have built this new train without the (**DEDICATE**) and expertise of the entire workforce.
- 9 The plan is completely (**WORK**). Let's just forget it!

I Complete the text by changing the form of the word in brackets.

Job fairs

Although a certain percentage of graduates will still be (1) (**employ**) six months after leaving university, the majority will have found (2) (**employ**) by then. Many of these will even have been offered a job while at university, as a result of visiting a job fair.

Job fairs are held at many universities each year. Companies come along to advertise jobs, which are usually in (3) (**manage**), and the career structures and benefit packages that go with them. Job fairs are an (4) (**effect**) way for undergraduates to find out what kind of job they might be interested in.

If you go to a job fair, dress (5) (**profession**). Don't wear jeans and a T-shirt. Wear a suit! You don't want to look (6) (**responsible**) when you have your first (7) (**meet**) with your potential (8) (**employ**). If you're interested in a job on offer, you may have to fill out an (9) (**apply**) form, so it's (10) (**help**) to take along relevant information with you. You'll also need proof of all your (11) (**qualify**), so don't forget to take photocopies of all your certificates with you.