**CFGM2 ACTIVITATS DE RECUPERACIÓ SETEMBRE 2017**

1. Present perfect simple vs present perfect continuous. Choose the right option in each case.

a. Sam **has done/ has been doing** four exams today.

b. I **have written / have been writing** ten postcards this morning.

c. I **have written / have been writing** postcards all morning.

d. He **has done / has been doing his homework**, this is why he was in his room.

e. We **have finished / have been finishing** the report. Shall we print it?

2. Modal verbs. Match the verbs with their use.

- should - Obligation (duty, it comes from the subject)

- shouldn't - It's not necessary

- must - Advice

- mustn't - Obligation (it comes from laws, rules, etc)

- have/has to - Prohibition

- Don't /doesn't have to - Negative advice

3. Fill in the gaps with one of the verbs in exercise 2.

a. Telma is in trouble. You \_\_\_\_\_\_\_\_\_\_\_\_\_ help her.

b. You \_\_\_\_\_\_\_\_\_\_\_\_\_\_ leave your car here. It's forbidden.

c. As the windows aren't dirty, we \_\_\_\_\_\_\_\_\_\_\_\_\_\_ clean them now.

d. The film is ok, you \_\_\_\_\_\_\_\_\_\_\_\_\_\_ watch it!

e. The doctor told me I \_\_\_\_\_\_\_\_\_\_\_\_\_ smoke.

f. I have only £10, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ go to the bank right now.

5. Complete the sentences using the prepositions in the box.

|  |
| --- |
|  AT – BETWEEN – BY (x2) – FROM – TO (x2) - UP |

a. Last year sales **decreased** \_\_\_\_\_\_\_\_\_\_\_ 15%.

b. Since Amazon launched in 1995, Internet spending in the UK has **increased \_**\_\_\_\_\_\_\_\_\_\_\_\_ less tan £100 million \_\_\_\_\_\_\_\_\_\_\_\_\_ more than £70 billion per year.

c. In 2011, the number of tweets per day **jumped** \_\_\_\_\_\_\_\_\_\_\_\_\_ an average of 140 million.

d. Money spent on TV advertising in the UK has **fluctuated** \_\_\_\_\_\_\_\_\_\_\_\_\_ £3.7 and £4.1 billion per year.

e. The number of people using Google+ **shot** \_\_\_\_\_\_\_\_\_\_\_\_\_ to ten million in just sixteen days.

f. Amazon's loyalty now **stands** \_\_\_\_\_\_\_\_\_\_\_\_\_ over $35 billion per year.

g. Customer loyalty has **plummeted** \_\_\_\_\_\_\_\_\_\_\_\_\_ 40% in two generations.

6. Say if the verbs **in bold** in exercise 5 mean ...

a. Good results :

b. Bad results :

c. Balanced results :

7. Write the 8 parts of an email in the right order.

8. Email Dolors to tell her you have problems to send a film project and suggest solutions. Don't forget the parts in exercise 7!

9. Reading comprehension. Read the text and answer the questions below.

**It’s not easy to give a good oral presentation but these tips will help you. Here are our top tips for oral presentations.**

**a. Use the planning time to prepare what you’re going to say.**

**b. If you are allowed to have a note card, write short notes in point form.**

**c. Only look at your note card. It’s important to look up at your listeners when you are speaking.**

**d. Use more formal language.**

**e. Use short, simple sentences to express your ideas clearly.**

**f. Write out the whole presentation and learn every word by heart.**

**g. Pause from time to time and don’t speak too quickly. This allows the listener to understand your ideas. Include a short pause after each idea.**

**h. Speak clearly and at the right volume.**

**i. Use very informal language.**

**j. Have your notes ready in case you forget anything.**

**k. Practise your presentation. If possible record yourself and listen to your presentation. If you can’t record yourself, ask a friend to listen to you. Does your friend understand you?**

**l. Make your opinions very clear. Use expressions to give your opinion.**

**m. Look at the people who are listening to you.**

**n. Write out the whole presentation and read it aloud.**

- Which items from this list are NOT good tips for oral presentations?

- What happens if you speak too quickly?

- What can you do to remember things?

- Which item refers to delivering?

- Which item refers to organise a presentation?

1. Talking about the future. Tick the chart with the correct use of each tense.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  USES | Going to  | Will+infinitive | Present continuous | Present simple |
| Predictions based on what we think or feel |  |  |  |  |
| Timetables and schedules |  |  |  |  |
| Predictions based on what we see now, evidences |  |  |  |  |
| Future arrangements |  |  |  |  |
| Intentions and plans in the near future |  |  |  |  |

1. Match these sentences to the uses in exercise 1.
2. Look at those cars! They’re going to crash!
3. Claire and Tim are meeting this afternoon to talk about sales.
4. The company is going to move headquarters in two months.
5. Our train leaves at 11:00 am.
6. Company profit will increase 20% next year.
7. Choose the right option in each case.
8. People **will eat/ are going to eat** more vegetables and fruit.
9. Sandra and Clark **will marry / are going to marry** in summer.
10. Don’t behave like that! There **will be / is going to be** trouble!
11. According to experts, people **will work / are going to work** until they are 70.
12. I **won’t finish / am not going to finish** the project today. I’m still working on it.
13. Vocabulary. Translate.

Into EnglishInto Catalan

Get away from *Actualitzar*

Delete*Curs de formació*

Brochure*Disponible*

Annoy *Centrar-se en*

Booking form *Adjuntat, inclòs*

1. Use 5 words from exercise 4 to write 5 sentences.
2. Classify these phrases in the correct category for where you would use them in an email.
3. Dear Andrew
4. Cheers
5. Thanks for your email
6. If you require any further assistance, please do not hesitate to contact me
7. Andrew
8. Yours sincerely
9. Got your message. Thanks
10. Get back to me if you need anything
* Greeting
* First line
* Closing line
* Sign-off
1. Decide if the phrases from exercise 5 are formal or informal/neutral.
2. Reading comprehension. Read the text and answer the questions below.

|  |  |  |
| --- | --- | --- |
|  | Crazy Mom’s Fashion |  |

It started 20 years ago. One day, Jane Smith, a busy mom and a loving wife, went shopping for new clothes. After a few hours of searching, she came home exhausted and disappointed. In the mid-80s, few manufacturers made clothes for women over thirty. “Thousands of women in England have the same problem, and I will help them,” – thought Mrs. Smith. With very little money, no connections in the fashion world and a husband who thought that her idea was crazy, the ambitious woman decided to start up her own business.

Jane designed her first collection of twenty clothing items, bought suitable material and sewing machines, and hired experienced tailors. The Smiths’ balcony turned into a workshop. When the collection was ready, Jane offered it to a famous chain of stores. To her surprise, they bought the whole collection at once. When they asked her about the name of her company, Jane looked at her husband, smiled and said: “Crazy Mom”. The collection was sold in a very short time – women liked Jane’s models. In a month, the manager of the chain ordered more clothes from “Crazy Mom” and Jane had to hire more people and find a bigger place for the workshop. The next step was opening her own shop at the central train station in Manchester.

Now “Crazy Mom” has 50 boutiques all over the world. Mr. Smith left his job as an engineer and became head of the company. Their four children also work in the company and, according to Jane, this is what makes the business so successful.

|  |
| --- |
| 1. Why didn’t Jane manage to buy any clothes?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. What difficulties did Jane face when starting up her business?a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. What special trait helped Jane succeed in her new career? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. What did Mrs. Smith do in order to start her business? a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. Where did Jane sew her first collection?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. Why did Jane decide to call her collection “Crazy Mom”?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7. What did Jane do when the manager ordered more clothes?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8. What fact proves that that “Crazy Mom” is a successful company?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* Find in the text the words which match these definitions.
1. A place where manual or light industrial work is done.
2. People who make clothes for people.
3. Became
4. A stage in a process.
5. Mad
6. Passive voice. Change these sentences into the passive. Watch the TENSES!
7. We don’t clean our room
8. You have sung a Russian ballad
9. Teddy is riding my bike
10. Sue drew a circle in her notebook
11. William will drive the new car
12. The sheep has eaten a lot of grass
13. Sam studies three units for the exam
14. The pupils were collecting all the notebooks
15. Pol copied the paragraph
16. You do the English activities
17. Conditionals. Match to the uses
* Zero conditional The result of the condition is true, it’s a certainty
* First conditional Unreal in the future, improbable
* Second conditional Possible in the future, real possibility
1. Zero conditional. Fill in the blanks with the correct form.
2. If I \_\_\_\_\_\_\_\_\_\_\_\_\_ (MISS) the bus, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BE LATE) for work.
3. If I \_\_\_\_\_\_\_\_\_\_\_\_\_ (BE LATE) for work, my boss \_\_\_\_\_\_\_\_\_\_\_\_\_\_(GET ANGRY).
4. If you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HEAT) ice, it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MELT).
5. If we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ADD) sugar, it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TAST) sweet
6. If you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HAVE) a headache, you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TAKE) an aspirin.
7. First conditional. Fill in the blanks with the correct form.
8. If it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (RAIN) tomorrow, we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (STAY) at home.
9. Peter \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (INVITE) Teresa if she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(BE) free tomorrow.
10. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (IMPROVE) if you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(HELP) me.
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BECOME) a teacher if you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (GET) your grades?.
12. She \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NOT/MEET) her friends tonight if she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NOT / FINISH ) her tasks,
13. Second conditional. Fill in the blanks with the correct form.
14. If it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SNOW) in July, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BE) surprised.
15. Mark \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BE) happy if he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MARRY) Sarah, but she doesn’t love him!
16. If I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BECOME) president, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CHANGE) the social security system!
17. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TAKE) the money if you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (FIND) it in the street?
18. If you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NOT/SMOKE) so much, you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (FEEL) much better!
19. Mixed exercise. Fill in the blanks with the correct conditional : 2 zero conditional, 2 first conditional, 1 second conditional.
20. You \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (LOSE) weight if you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (EAT) less sweets
21. If I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (FIND) her address, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SEND) her an invitation.
22. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Martha \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TALK) his boss if he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (LOOK) angry?
23. If you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MIX) yellow and blue, you \_\_\_\_\_\_\_\_\_\_\_\_\_\_(GET) green
24. You \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(PASS) if you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(STUDY)
25. A) Vocabulary. Negotiating. Fill in the gaps with these words or phrases.

compromise – agreement – viable – alternative – propose – mind

1. We seem to be nearing an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. What do you have in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
3. At the moment, we don’t see this as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ option
4. What if we offered you an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
5. What I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is ...
6. Would you be willing to accept a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

B ) Classify the sentences in exercise 6.

* Reaching a deal :
* Bargaining :
* Rejecting :
* Putting forward a proposal :
* Clarifying :
* Exploring positions :
1. Reading comprehension. Read the email and answer the questions below.

Dear Sir/Madam,

Thanks for your enquiry reagrading the quote for your company’s new cars.

With the purchase of 26 cars, we could only offer a discount of 5% if a minimum of eight of each model were purchased. However, we could offer a discount of 10% if twelve of two different models were bought and a 15% discount if only one model was bought.

It will be obviously depend on your company’s needs and budget and at the moment the packages I could offer you range from £164,00 to £510,000. We can also reach a deal on the additional features in each car.

I look forward to meeting you tomorrow to discuss the deal in more detail.

Best wishes

Mark

1. Can Mark offer a discount of 5% for a purchase of 27 cars?
2. What’s the range of prices quoted?
3. What else is negotiable?

Find in the text words to match these definitions or synonyms :

1. Another word for *buying*
2. Another word for *propose*
3. Another word for *reduction*
4. Another word for *estimated expenses*
5. Another word for *agreement*