

Day 35

Vocab Review

● **Fill in the blanks.**

1. The laptop computer you ordered is currently **unavailable**.
2. We need a **definite** answer by tomorrow.
3. The accident serves as a **reminder** of the importance of seatbelt use.
4. His **assessment** of the situation was accurate.
5. Research indicates that extensive reading is an **effective** way to learn a language.

● **Select the best answer to complete the sentence.**

1. Could you put meMr. Greene's room, please?
(A) down for (B) **through to** (C) off (D) away for
2. The firm recentlya \$30 million contract with the government.
(A) secure (B) secures (C) will secure (D) **secured**
3. We need to put the proposalby the end of the week.
(A) towards (B) about (C) **together** (D) apart

Speed Reading Training

Speed Reading Training

Read the text on the screen as quickly as possible.

(Reading Speed)

Write Start time and Finish time. Start time: _____ Finish time: _____

218 words / _____ minutes = _____ wpm (words per minute)

The Daily Drucker: 16 December

1. Within a year or so, the acquiring company must be able to provide top management for the company it acquires. The buyer has to be prepared to lose the top incumbents in companies that are bought. Top people are used to being bosses; they don't want to be "division managers". If they were owners or part-owners, the merger has made them so wealthy they don't have to stay if they don't enjoy it. And if they are professional managers, without an ownership stake, they usually find another job easily enough. Then to recruit new top management is a gamble that rarely comes off.

2. This applies particularly to a CEO who originally built the company that he or she sold. Very often this CEO has actually initiated the acquisition. He or she typically expects the acquirer to make the changes that he or she has been reluctant to make — for instance, get rid of an old employee who is a close friend and has served the company faithfully as it grew but has been long outgrown by the job. But still, the business these people sell is their "child". And the moment it is owned by someone else, they become protective and see their job as defending the "child" against one of those unfeeling "foreigners" who now own it.

(From The Daily Drucker: By Peter F. Drucker)

Exercise A: Retention of facts and details

Answer questions 1 through 3 from memory.

DO NOT try to find the answer by looking at the passage again.

1. Which of the following is the most appropriate title for the passage?
(A) CEO
(B) **New Top Management**
(C) Professional Managers

2. According to Drucker, why the acquiring company has to be prepared to lose the top management of the acquired company?
(A) **Because the merger has made them so wealthy.**
(B) Because they are reluctant to get rid of old employees.
(C) Because the acquiring company is foreign.

3. Why top people don't want to be division managers?
(A) Because they can easily find another job.
(B) **Because they are used to being bosses.**
(C) Because they served the company faithfully.

Exercise B: Scanning – quickly scan the passage to locate the following words and decide which paragraph they are in.

4. outgrown (2) 5. gamble (1) 6. acquisition (2) 7. ownership (1)

Exercise C: Understanding words in context – choose the closest in meaning.

8. stake
(A) money that you risk as a result of a horse race, card game, etc.
(B) **the part of a business that you own because you have invested money in it**
(C) a pointed stick used for supporting or marking something

9. come off
(A) become removed
(B) **be successful**
(C) fall off something

● **Part 4 :PRACTICE QUESTIONS**

Practice 1.

Questions 1 through 3 refer to the following talk.

And this is the final stop on our tour of the office, the printing room. You can see there are 6 printers, all of which print in color or black and white. When you print documents from your computer at your station, they will be printed here. All employees receive a printing card which records the number of sheets printed. Different departments have different printing allowances, so be sure to check with your department head about those regulations. In the small room next door is an IT technician who can help you with any difficulties with the printers. Let's return to the cafeteria now and get a sandwich and a cup of coffee and you can ask me any questions you have.

1. Who is being addressed?
 - (A) Office managers
 - (B) Printing technicians
 - (C) **New employees**
 - (D) Ink suppliers

2. What is true about the printing card?
 - (A) **It keeps a printing record**
 - (B) It permits only color printing
 - (C) It has a printing allowance
 - (D) It is available from an IT technician

3. What will the group of people probably do next?
 - (A) Print some documents
 - (B) **Get a snack and a drink**
 - (C) Talk to an IT technician
 - (D) Go home

Practice 2.

Questions 4 through 6 refer to the following radio announcement.

Good morning. I'm John Evans and I'll be your host on Chatting about Cash here on TX Radio tomorrow afternoon at 3. We've got a great lineup for tomorrow's show. We'll be discussing which supermarkets are cheapest for which foods, where the best clothes sales will be this winter, and how to save money on your utility bills. Jill White will be joining me to talk about foods that are cheap and seasonal, and Jason Hubb will tell us all about the latest fashion items. We'll also hear from Fiona Spelling about some home decoration saving tips. So, to learn more about getting the most out of your cash, be sure to tune in tomorrow at 3 with me, John Evans.

4. When will the program be broadcast?
 - (A) Tomorrow afternoon
 - (B) Tomorrow morning
 - (C) This morning
 - (D) This afternoon

5. What is the purpose of the radio show Chatting about Cash?
 - (A) To give away free prizes
 - (B) To discuss international economics
 - (C) To give advice about spending money
 - (D) To inform listeners of the latest fashions

6. Who will provide advice on buying home decorations?
 - (A) John Evans
 - (B) Jill White
 - (C) Jason Hubb
 - (D) Fiona Spelling