

9 Grammar test

1 Underline the correct tense of the verb to complete the sentences.

- 1 They only launched / *had launched* the new brand after they *established* / had established its core values and they *conducted* / had conducted extensive research.
- 2 When the Marketing manager *got* / had got to the meeting, we *already discussed* / had already discussed the main points on the agenda.
- 3 Before Levi Strauss & Co. *decided* / had decided to concentrate on manufacturing jeans, it mainly *focused* / had mainly focused on dry goods wholesaling.
- 4 Although they *sponsored* / had sponsored several major sporting events, research *revealed* / had revealed only a small increase in their brand recognition.
- 5 When we *met* / had met for the brainstorming session, Alain *revealed* / had revealed that he *thought of* / had thought of a new slogan.
- 6 Rudolph Dassler *already launched* / had already launched the Puma brand of trainers in 1948, when his brother Adi Dassler *founded* / had founded Adidas in 1949.
- 7 We *decided* / had decided that we needed to have another meeting after we *rejected* / had rejected all of the possible brand names.
- 8 We *got* / had got to the conference after the opening session *started* / had started.

2 Match the beginnings and ends of the sentences. Change one verb in each sentence to the Past Perfect Simple.

- | | |
|---|---|
| 1 I couldn't find my way to their office because | a I was very impressed by the packaging. |
| 2 I felt really stressed because | b he used my laptop without asking me first. |
| 3 I didn't do very well at the interview because | c I failed to meet an important deadline. |
| 4 I didn't go to the meeting because | d the server went down. |
| 5 I wasn't very happy with Simon because | e I missed my breakfast. |
| 6 I felt incredibly hungry during the meeting because | f I ^{had left} left the directions on my desk. |
| 7 I tried the new product because | g I fixed another appointment for the same time. |
| 8 I couldn't do any research all day because | h I wasn't able to get to sleep the night before. |

3 Use the Past Perfect to complete the sentences.

- 1 Mark said, 'Giacomo has been delayed at Rome Airport.'
Mark said that Giacomo had been delayed at Rome Airport.
- 2 Lisa said, 'I haven't attended an overseas trade fair before.'
Lisa said that she _____
- 3 Yesterday Luis said, 'I've always wanted to work abroad.'
Luis told me that he _____
- 4 Jacob said, 'I know your manager. I met her at a conference last year.'
Jacob said that he knew my manager because _____
- 5 Keiko said, 'Have you worked in Tokyo before?'
Keiko asked if I _____
- 6 Larry said, 'We can't start the meeting because Lauren has just gone out.'
Larry explained that we couldn't start the meeting because Lauren _____

9 A new brand

In this activity you are going to create a new brand. You can either continue the work you started in the Project on page 70 of the Student's Book or start with a fresh idea.

- 1 Work in groups of four. Choose a product (e.g. an MP3 player, a mobile phone, a computer, etc.).
- 2 Invent a brand name. You can make up a new word or use existing words. Brainstorm as many ideas as you can before choosing.

* Tip

Use a dictionary.

- 3 Design a logo. This is a symbol, a word, or a short phrase which is designed in a special way.

* Tip

Think of successful logos. Why are they memorable? Are they simple or complex? Do they contain words or a symbol?

- 4 Decide on the five core values of your brand. How is your brand different from rival brands?

* Tip

Think of other brands. For example, the core values of Virgin are *good quality, excellent customer service, innovative, competitively challenging, and fun*.

- 5 Write a slogan.

* Tip

Note any slogans you can remember (e.g. Apple 'Think different', Sony 'Like no other', Motorola 'Hello Moto'). Are they memorable / successful? Why?

- 6 Look at the brand ideas of other groups and choose the most successful one. Why have you chosen it? Make notes.

Product:
Brand name:
Logo:
Slogan:
Core Values:

10 Grammar test

- 1 Complete the sentences with *must / can't have* and the correct form of the verbs in the box.

tidy miss talk exceed get go out work finish

- 1 A Why hasn't Javier come to this meeting?
B He must have missed your email.
- 2 Lucia isn't at her desk. She _____ for lunch.
- 3 Jake _____ in an open plan office before. He keeps complaining to his manager about the noise and distractions.
- 4 A Alex didn't leave the office until 11 o'clock last night. But he looks relaxed today.
B He _____ his sales presentation.
- 5 Look at the state of Astrid's desk! It's such a mess. She _____ it in months.
- 6 Jerry is looking rather miserable today. He _____ his promotion.
- 7 A You _____ to Alicia at the conference. She wasn't there.
B Really? Then who did I talk to?
- 8 Ramon _____ his sales target last year. He's just got a fabulous bonus.

- 2 Write two possible explanations for the following situations. Use *might have* and *could have*.

- 1 It's 10.30 and Julie has only just arrived at the office.
She might have overslept. She could have lost her alarm clock.
- 2 Florian is usually very talkative. However, at today's meeting he was very quiet.

- 3 It's 4.30 and Jakub isn't at his desk.

- 4 Silvo can hardly stay awake at work.

- 5 Katie has spent the whole morning surfing the Net.

- 3 Read the following sentences then write explanations for the situations in exercise 2. Use *must have*.

- 1 Julie complained about the traffic.

- 2 Florian took some painkillers.

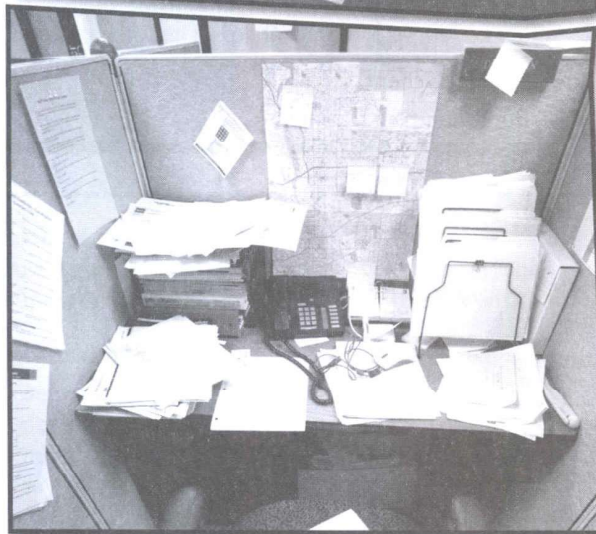
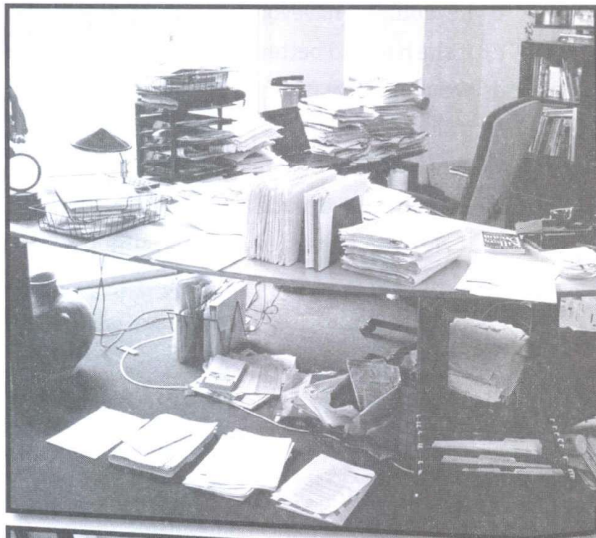
- 3 Jakub said that he was feeling very thirsty.

- 4 Silvio has been doing a lot of overtime.

- 5 Katie has applied for two jobs.

10 Work spaces

1 Work in pairs. Look at the work spaces and describe the kind of people who you think use them.



2 Work in pairs. Look at the photos and discuss:

- which one you like best (Why?)
- which one you like least (Why?)
- how these work spaces could be improved (make suggestions)

3 What is your ideal work space? Make notes.

- location and layout (open plan, shared office, hot desking, private office, at home, etc.)
- position (internal, by a window, ground floor, etc.)
- equipment and office furniture (laptop, wireless PC, mobile phone, MP3 player, filing cabinet, curved or straight desk, lighting, etc.)
- personal items (posters, post cards, mugs, flowers, etc.)

4 Discuss your ideas with a partner.

11 Grammar test

1 Match the beginnings and ends of these sentences.

- | | |
|--|---|
| 1 If she had asked for help, | a if the plane had been delayed? |
| 2 If he hadn't done the anger management course, | b he wouldn't have lost the files. |
| 3 We wouldn't have made such good progress | c if she had had better time management skills? |
| 4 If he had been better organized, | d we could have finished the job this morning. |
| 5 What would you have done | e if she had tried to be a team member. |
| 6 If he hadn't been so nervous, | f he would have lost his temper. |
| 7 There would have been a better atmosphere | g he would have made a better impression. |
| 8 Would she have finished in time | h if we hadn't invested in staff training. |

2 Complete the third conditional sentences using the verbs in brackets.

- I would have called (call) you if I had known (know) it was important.
- What _____ (you, do) if she _____ (continue) to be uncooperative?
- If the company _____ (be) more adaptable, this situation _____ (never, happen).
- Would _____ (he, win) the contract if he _____ (be) more organized?
- My communication skills _____ (not, develop) if I _____ (not, do) voluntary work after school.
- If she _____ (meet) her deadlines, we _____ (not, upset) the client.
- I _____ (go) to the presentation if you _____ (tell) me about it.
- If the trains _____ (be) more reliable, I _____ (not, fly) to the conference.

3 Use the prompts to write third conditional sentences.

- I couldn't attend the course. I had far too much work.
I would have attended the course if I hadn't had far too much work.
- There was a traffic jam. We didn't get to the meeting on time.

- Jan didn't listen closely to the customer. He didn't get the order.

- Michael failed the exam. He didn't get the job as a translator.

- Karen didn't get the job. She doesn't have good communication skills.

- Ferenc lost his mobile phone. He didn't call us before his visit.

- Simona and Pip chatted through the whole meeting. They didn't remember the action points.

- Louis didn't start the job immediately. He wasn't able to speak Spanish.

11 Difficult conversations

Student A

You are going to have two phone conversations. When you are ready to begin, arrange your seats so that you are sitting back-to-back with your partner.

Conversation 1

- 1 Before you begin, read your role card carefully. Make notes if it will help you to role-play the conversation more effectively.
- 2 In pairs, role-play your telephone conversation.

Role card

You are the manager of a small design company. A member of your team has not been showing enough commitment over the past few months. His / her attendance has also been poor. You have spoken to him / her about it, and your colleague has promised that things will change.

You have given this member of your team the opportunity to prepare a presentation for an important new client. The meeting with the client is in a few hours' time. Then the phone rings.

Conversation 2

- 1 Before you begin, read your role card carefully. Make notes if it will help you to role-play the conversation more effectively. Think about what you are going to say before starting.
- 2 In pairs, role-play your telephone conversation.

Role card

You work for a major insurance company. You are responsible for ordering all the office supplies and equipment for the head office.

This morning, the latest consignment of office supplies arrived from PPP, your main supplier. It was five days late; some items were missing and others were damaged. It is the third time this has happened in the last three months.

You will have to explain the situation to your new manager – again. Unfortunately, the last time this happened, your manager criticized you for your loyalty to PPP.

Now call PPP and explain the situation.



Student B

You are going to have two phone conversations. When you are ready to begin, arrange your seats so that you are sitting back-to-back with your partner.

Conversation 1

- 1 Before you begin, read your role card carefully. Make notes if it will help you to role-play the conversation more effectively. Think about what you are going to say before starting.
- 2 In pairs, role-play your telephone conversation.

Role card

You work in a small design company. You enjoy the job. However, you are very stressed at the moment and it is affecting your attendance and performance at work. Your mother / father isn't well and you are responsible for looking after her / him. You also have to find a new apartment by the end of the month.

This afternoon, you should be giving a presentation to an important new client. You haven't prepared the presentation yet, but you planned to do it this morning. There are some rough notes and an unfinished PowerPoint presentation on your computer.

You have just received an emergency call from your mother / father. You have to go and see her / him immediately.

Call your boss and explain that you won't be able to come to work today.

Conversation 2

- 1 Before you begin, read your role card carefully. Make notes if it will help you to role-play the conversation more effectively.
- 2 In pairs, role-play your telephone conversation.

Role card

You work for PPP, a company which provides high-quality office equipment and stationery to a range of major companies. Unfortunately, ever since your company installed a new computer system, you have been having problems tracking orders. This should be a short-term problem. However, it has led to some delays in dispatching orders.

Then the phone rings. You know that this customer never seems to be happy with your products or your service. Unfortunately, he / she is a valuable customer and you can't afford to lose the business.

12 Grammar test

1 Report what the following people said to you at a conference.

- 1 'I may not be able to see you later. Call me on my mobile.'
 - 2 'I've got to give a presentation in five minutes and I can't find my notes!'
 - 3 'Daniel Svoboda gave an excellent presentation this morning.'
 - 4 'I'm thinking of leaving after the next talk.'
 - 5 'Margarita is going to go freelance next month.'
 - 6 'I've just been to an incredibly interesting session.'
 - 7 'I'm sorry, I don't have time to talk. I must get to the next presentation.'
 - 8 'I don't know what your plans are but I've got a great idea.'
 - 9 'I'll tell Martin that I saw you.'
 - 10 'I was running to get to a presentation when I bumped into my ex-boss!'
- 1 Ana said that *she might not be able to see me later and asked me to call her on her mobile.*
 - 2 Luis told me that _____
 - 3 Peter _____
 - 4 Agnes _____
 - 5 Tanya _____
 - 6 Adam _____
 - 7 Chloe _____
 - 8 Carlos _____
 - 9 Tony _____
 - 10 Joanna _____

2 Write the following questions as reported speech.

- 1 'What was the best presentation at the conference?'
She asked me what had been the best presentation at the conference.
- 2 'How many people were in the audience?'

- 3 'What kind of feedback did he get?'

- 4 'Do you think he'll stay with his present company?'

- 5 'Is he going to talk at the conference in Basle?'

3 Write the answers to the questions as direct speech.

- 1 I told her that it had been the one given by Daniel Svoboda.
It was the one given by Daniel Svoboda.
- 2 I replied that there had been over 100 people.

- 3 I said that I had heard very positive comments from the participants.

- 4 I said that I had understood he was thinking about making a move.

- 5 I replied that I wasn't sure but I thought he was going to be there.

12 Presentations – FAQs

- 1 Discuss these frequently asked questions with your partner. What answers would you give? Note your ideas.

QUESTIONS PRESENTERS FREQUENTLY ASK

- 1 What do I need to know about my audience?
- 2 Why do I have to rehearse?
- 3 Is using PowerPoint always better than using a flipchart?
- 4 How can I make my voice sound stronger?
- 5 What should I do when I get to the venue?
- 6 How can I control my nerves?



- 2 Match some of the questions with the answers below.

A

It's natural to feel nervous. In fact, if you aren't a bit nervous, something is wrong! Nerves will give you energy. However, to avoid being too nervous:

- Prepare your talk thoroughly and rehearse it as often as you can.
- Visualize yourself giving a successful presentation. Then remember that image when you begin your presentation for real.
- Take some slow, deep breaths before you begin.
- Smile a lot during the presentation (this makes you feel better and look more confident).
- Remember to pause. This gives you time to think – and time to breathe!

B

Knowing who your audience are and what they expect is a way of ensuring that your presentation is appropriate for them.

- Find out who they are and why they are there.
- Ask yourself: what do they know already on the subject, why are they interested, what do they want?
- Keep this information about your audience in mind while you are preparing and giving your presentation.

C

Advantages of PowerPoint:

- It looks professional.
- You can change screens easily.
- You can show images and diagrams, and you can even add video and audio clips.

Advantages of flipcharts:

- They are portable.
- They don't rely on technology.
- They are 'friendly' – more intimate and less formal than the technical options.
- They are flexible.
- You can use them interactively with your audience, noting their opinions and ideas.

D

- Find the power sockets you need for your PowerPoint, etc. and check that all the technology works.
- Ensure that the room is dark enough for your audience to see the screen clearly, but light enough for them to make notes.
- Arrange the room as you want it to be and set up your performance space.
- Make sure that you have everything you need.
- Find the light switch.
- Find out where the toilets are!

- 3 Do you agree with the advice? Did you think of any extra points? Discuss your ideas in a group of four.

13 Grammar test

1 Complete the sentences with the correct form of the verbs in brackets.

- 1 We want our shareholders to enjoy (enjoy) the full results of our growth.
- 2 Small companies often risk _____ (try out) new ideas, which is one reason why they have been so successful in recent years.
- 3 Fortunately, the company has avoided _____ (go) into liquidation.
- 4 Business analysts expect _____ (see) a major shake-up in the board of directors.
- 5 During the Annual General Meeting, the shareholders refused _____ (accept) the proposals of the directors.
- 6 The chief executive advised the chairperson _____ (reconsider) his decision.
- 7 The company has given up _____ (attempt) to enter the American market.
- 8 Imagine, a highly successful advertising agency, has decided _____ (become) a plc.
- 9 The company has admitted _____ (exaggerate) its profit margins.
- 10 The spokesperson said that the multinational business didn't deserve _____ (receive) such negative treatment in the press.

2 Look at the following sentences. Tick (✓) the correct ones, cross (✗) the wrong ones, and write the correct form of the verbs.

- 1 This is a really complicated situation. I shouldn't have offered ^{to take on} ~~taking on~~ extra work.
- 2 If Pia continues to make mistakes, she's going to get into trouble.
- 3 I think Martina would prefer to work in a much larger company.
- 4 I missed to see Alex at the staff party.
- 5 The company's recent performance has enabled it expanding its workforce.
- 6 James was persuaded to go on the trip in spite of his reservations.
- 7 I kept to apply for new jobs, and in the end I was successful.
- 8 Carmen suggested finishing the sales report in the morning.

3 Underline the correct option to complete the sentences.

- 1 Do you intend *to continue* / *continuing* to study English after this course?
- 2 Are you considering *to study* / *studying* another language?
- 3 Have you ever forgotten *to go* / *going* to an English lesson?
- 4 Do you miss *to see* / *seeing* friends from your old school?
- 5 Do you imagine *to use* / *using* English in your job?
- 6 When do you expect *to finish* / *finishing* this grammar test?

Now answer the questions about you.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

13 Multinationals

- 1 Work in groups. What do you know about the following multinational corporations? Where are their headquarters? What do they do? What other businesses do they own?

Wal-Mart Toyota *Coca-Cola* Nestlé
 Microsoft Nokia Shell **McDonald's**

- 2 Work in pairs. What advantages do multinationals have over smaller businesses? What disadvantages might they have? Make notes.

- 3 Read the article.

Circle any information you noted about Wal-Mart in exercise 1.
Underline the ideas you noted in exercise 2.

Multinationals

– *giants of the business world*

Multinationals can be large ... very large. Take Wal-Mart, for example. Wal-Mart is the world's largest retailer and second-largest corporation with global sales reaching \$316 billion in 2006. It is the largest private employer in the US and Mexico. It also owns 2,700 stores in 14 countries in the rest of the world, including India, Brazil, and China. In the UK it operates as ASDA, in Japan as The Seiyu Co., Ltd, and in Mexico as WalMex.

What do these global giants of the business world want? The main objective of any multinational corporation is to expand its operations in the most profitable areas of the world. They want to gain as large a share as possible of the global market, and they want to use all their resources to benefit the businesses in the group.

Clearly, size is important. But what advantages does it bring? Well, their size gives them considerable advantages over smaller corporations. They enjoy the benefits of economies of scale; they can avoid local taxes and duties (for example, a Japanese manufacturer operating in Germany can escape EU tariffs); they can cut their tax bills by declaring their profits in a country with low taxation; they have global access to capital and investment; they can move their business to countries with lower costs; and they can spread their risks by operating in different markets.

But size can also make things difficult. In the way that a huge truck is more difficult to drive than a Mini, so multinationals can be more difficult to control than a small business. And working on such a large scale in different countries can lead to communication problems. They may operate in countries which are politically unstable. They also have to cope with changes in exchange rates which can affect their profitability.

- 4 In groups, discuss the following opinions.

Multinationals ...

... are too powerful. They have more power than many democratically-elected governments.

... make the world economy more stable and therefore better for everyone.

... damage the environment as they have no real interest in what happens in 'foreign' countries.

... give increased opportunities to workers in the developing world.

14 Grammar test

1 Complete the sentences using the information in brackets and *who*, *which*, or *where*.

- 1 I have got the exchange rates. (You wanted them by lunchtime.)
I have got the exchange rates which you wanted by lunchtime.
- 2 I spoke to Karen Clarke. (She won the Young Entrepreneur of the Year award.)
I spoke to Karen Clarke _____ *the Young Entrepreneur of the Year award.*
- 3 Karen has written an e-article. (She explains how she got her original idea in the e-article.)
Karen has written an e-article _____
- 4 Peter has cashed the cheque. (I gave it to him.)
Peter has cashed the cheque _____ him.
- 5 Hassan Quadi is a business student. (Leon Fassbinder developed the business idea with him.)
Hassan Quadi is the business student _____
- 6 They developed the idea at university. (They had enough free time at university.)
They developed the idea at university _____

2 Complete the sentences with *who* or *that* only if necessary.

- 1 The website _____ I visited was very uninformative.
- 2 I admire the guy _____ founded yellow-ice.com.
- 3 We discussed the idea with the designer _____ we met last week.
- 4 The overdraft _____ you arranged with the bank isn't large enough.
- 5 The e-business _____ made phenomenal profits was created by two students.
- 6 The woman _____ I sat next to at the conference is a successful music producer.

3 Combine these sentences into one sentence using *who* or *which* and the underlined words.

- 1 Anna del Fiore is only 18. She has become a dot.com millionaire.
Anna del Fiore, who is only 18, has become a dot.com millionaire.
- 2 The meeting was a great success. It was held in Prague.

- 3 Pawel Dabrowski has just launched his new company. He left business school last year.

- 4 The company has opened two new branches. It is expanding rapidly.

- 5 Ricky Gardiner is now a highly successful young entrepreneur. He wanted to be in a rock band when he was 16.

- 6 The website is receiving over two thousand hits per day. It was designed by two teenage sisters.

14 Managing a budget

1 Work in pairs. Read the text and discuss the question. Make notes.

What advice can you give to students to help them manage their money?

Are you going to university or college? Are you there now? Have you been there already? Well, apart from passing exams, the biggest problem students face is how to survive on a budget. Going to university is expensive, so it is important to manage your money carefully.

2 Read the article and tick (✓) any of the advice you thought of in exercise 1.

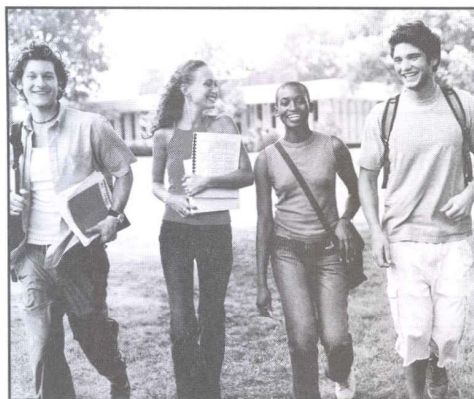
The student survival guide

MANAGE YOUR MONEY

Draw up a weekly budget and then follow it. Calculate how much money you have each month, deduct all your bills and expenses, and you can spend the balance on things you enjoy.

DO SOME RESEARCH INTO BANKS

Open an account with a bank that offers the most student benefits. Remember to check the small print – overdrafts can prove very expensive! Arrange for all your monthly bills to be paid by direct debit.



SHOP INTELLIGENTLY

You can buy many things second-hand, from reading lamps to books to clothes. If you want to buy a new party dress or jacket, don't go straight to the high street. Wait for the sales, visit factory outlets, and compare prices online.

TRAVEL CHEAPLY

You don't need a car. Get a bike or walk. It's good for your pocket and good for your health, too! If you are travelling long distances, do some research to find the cheapest travel option.

ENTERTAIN YOURSELF

Learn to cook a few recipes and socialize at home. Rent DVDs rather than going to the cinema.

WORK!

Get a part-time job. Bar and restaurant work are good options because you don't have to work during the day. Look for a summer job. By working full time during the holidays, you can save money and help finance your next semester.

3 Work in groups and discuss the questions.

Which tips are the most / least useful?

Is there any useful information you could add to each section?

Did you have any extra ideas for surviving on a budget?

Do you already do any of the things mentioned in the article?

15 Grammar test

1 Report what the people said to you using the verbs in brackets.

- 1 'You should look at the online job page,' said Alain.
(advise) Alain advised me to look at the online job page.
- 2 'Don't be too negative,' said Nyoko.
(warn) _____
- 3 'Could you help me with my job application?' said Lucas.
(ask) _____
- 4 'Remember to keep your CV up to date,' said Alba.
(remind) _____
- 5 'Meet me at the bar after work,' said Lauren.
(tell) _____
- 6 'You shouldn't leave before Roger has spoken to you,' said Tomasz.
(advise) _____

2 Write the words in the correct order.

- 1 CV her he to advised re-write her
He advised her to re-write her CV.
- 2 the apply to David persuaded for job she

- 3 online me reminded search Simona to

- 4 the difficult interview Markus that her be warned would

- 5 stop he us writing ordered to

- 6 that she me I situation had to review my told

3 In your notebook report the career advisor's comments with *told* or *advised*.

<p>1 You should always rehearse the interview first.</p> <p>2 You must research the company carefully.</p> <p>3 You must select your clothes carefully before you leave home.</p>	<p>4 You shouldn't arrive late at the interview.</p> <p>5 You should be enthusiastic about the job on offer.</p> <p>6 Don't ask about the salary and benefits too early in the interview.</p> <p>7 You should be prepared to talk about your own strengths.</p>	<p>8 Don't ask too many questions during the interview.</p> <p>9 You shouldn't say anything negative about your present boss.</p> <p>10 Be true to yourself.</p>
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- 1 He advised us to rehearse the interview first.

15 CVs

- 1 Vicky Adams is applying for a job with a PR company. Read her CV and note anything you feel could be improved. Think about:

layout
 contents
 too much/not enough information
 grammar and spelling



Vicky Adams

25 Claremont Gardens
 Manchester
 M25 4PD

Profile

I am in the final year of a business studies degree at Manchester Business School. I am very motivated and able to work on my own or as part of a team. I am enthusiastic and able to work to tight deadlines. My communication skills are very good, too.

Major achievements

I have written film and music reviews for the university students magazine. I have got experience of working in a PR company (I did a summer job). And finally, I have written a blog for the last three years which everyone says is interesting and entertaining.

Experience

Sports teacher

15 August 2006 – 12 September 2006 Sherwood summer school

I had to organize sports activities for foreign students including football, swimming, tennis, inline skating, ice hockey, skateboarding, running, table tennis, athletics, etc. I gained a lot of useful experience in motivating and dealing with people.

Administrative assistant

7 July 2007 – 27 August 2007 Clarke and Wells

This was a vacation job for a PR company.

I have done general office work including answering the telephone, photocopying, and filing. I also did proofreading and gained a lot of really useful experience.

Education

Manchester Business School, UK

I'm studying lots of courses which provide valuable skills and knowledge.

Brighton High School, Sussex, UK

3 A levels

English literature (Grade B)

History (Grade B) Economics (Grade A)

7 GCSEs

History, Geography, English, French,

Mathematics, Food technology.

Other skills

I have excellent computer skills.

I can ride a horse.

I have a clean driver's licence.

Interests

In my free time I enjoy listening to live music in clubs and going out with friends. I love doing most sports but especially football, squash, tennis, hockey, and running. I also love winter sports such as snowboarding. I like travelling and I try to get away most summers. Recently I have visited Hungary, Poland and the Czech Republic. Next year I hope to go to Australia.

References

I can ask people to write references if you want them.

- 2 Compare your ideas with a partner.