

**b Put the sentences of this summary in the right order.**

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|--|---|
| 1. However, global businesses are realising that English is so widespread that it cannot be ignored. | 6. However, they should be introduced in a way that does not upset employees.           |
| 2. English-only policies offer various advantages.   | 7. Chinese firms, however, have been slower to respond.                                 |
| 3. Even Japanese companies are beginning to adopt English as the corporate language.                 | 8. A growing number of firms worldwide are adopting English as their official language. |
| 4. It then spread to the big European countries such as Germany.                                     | 9. The trend started in small but internationally oriented countries.                   |
| 5. International organisations act as though all languages have equal status.                        |   |

**c Choose the expression with the closest meaning. The number in brackets refers to the paragraph.**

- |                          |                                       |   |   |
|--------------------------|---------------------------------------|---|---|
| 1. all but a handful (3) | <input type="checkbox"/> only a few   | <input type="checkbox"/> the majority       | <input type="checkbox"/> several                      |
| 2. crack (4)             | <input type="checkbox"/> change       | <input type="checkbox"/> solve              | <input type="checkbox"/> break                        |
| 3. laborious (5)         | <input type="checkbox"/> hard working | <input type="checkbox"/> difficult to learn | <input type="checkbox"/> needing much time and effort |
| 4. fine (6)              | <input type="checkbox"/> high quality | <input type="checkbox"/> financial penalty  | <input type="checkbox"/> thin and delicate            |

**d Find expressions to match the definitions / synonyms. The number in brackets refers to the paragraph.**

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|---|---|
| 1. meeting in which information or instructions are given (1)                   | 5. combination of two companies into one (5)  |
| 2. notices, pictures or short films promoting a product, service or company (3) | 6. to suddenly stop talking because you are embarrassed, unhappy or want to keep a secret (6) |
| 3. company takeovers (5)  | 7. a claim or complaint about somebody that an organisation or person can make in court (6)   |
| 4. differences in rank or social standing (5)                                   | 8. reduction in rank or status (7)  |

**e Find words that correspond to the German translations.**

- Vorstandssitzung* (1)
- Arbeitsplatzsicherheit* (6)
- Anreiz* (7)
- Muttersprache* (7)
- Entlassung* (7)

**Tip**

The right answer may be a word that is completely new to you. Don't worry. This is normal. Although it helps if you know the word already, you should be able to guess from the context.

**f Translate into German.**

- to stir up a hornet's nest (6)
- to face up to reality (8)

**g Complete the definitions.**

- To **implement a policy** means to put a policy into pr\_\_\_\_\_, or to c\_\_\_\_\_ it out.
- To **progress through the management ranks** means to a\_\_\_\_\_ through the company hi\_\_\_\_\_.
- To **lose your self-confidence** means that you no longer have any t\_\_\_\_\_ in your ab\_\_\_\_\_.

**2 Speaking**

Work in groups. You are managers of a global company that recently introduced an English-only policy. You have heard through the grapevine that many employees are unhappy about the policy. Discuss and decide:

- What the employees are unhappy about
- How this situation could have been prevented
- Possible solutions
- Measures that can be implemented at short notice