

Working with words

- 1 Replace the words in *italics* in 1–8 with the words from the list and rewrite the sentences.

secure user-friendly handy up-to-date accurate time-consuming poor quality efficient

- Everything about this app is really *easy* to understand and operate.
Everything about this app is really user-friendly.
- The new café round the corner is a bit expensive, but it's so *convenient* for lunch.
- How *correct* are these figures? They don't appear to add up.
- All your information is stored on state-of-the-art servers, so it's very *safe* from identify thieves.
- You take a numbered ticket at the bank now instead of queuing. It's really *good* for reducing the time.
- I'd like a report on the situation which is detailed and *says what's happening now!*
- This new software seems to have made doing the monthly payroll *take up more of my day* compared to the old system.
- The graphics on this new version are really *not very good given the price*.

- 2 Complete the sentences with the phrases from the list. Then underline the correct verbs in *italics*.

Having a financial adviser Flying business class Hiring a consultant Online banking

- _____ *helps / allows* the company look at problems objectively and consider all the possibilities.
- _____ *makes / allows* me to concentrate on earning the money and not on what to do with it.
- _____ *lets / makes* it so much faster than going to a building and waiting with everyone else.
- _____ *lets / allows* me get a decent night's sleep and saves the cost of a hotel room.

Business communication

- 1 Complete the sentences with words from the list.

allow convinced find happens problems question seem

- One of the biggest _____ is that the Wi-fi signal is very weak.
- That's a good _____.
- What _____ if I press this flashing button?
- I'm not _____ that the new motor is faster. To me, it seems slower.
- Even though it's automatic, will it _____ me to save my work manually?
- It might _____ complicated now but, in fact, it'll become clear when you start using it.
- I'm sure you'll _____ it much easier to use once you get used to it.

- 2 Complete the conversation with the phrases from the list.

another useful feature is it'll let the main benefit is it's also a lot less makes things easier make your life easier will it let that's probably true

- A So, this is the new photocopier.
1 _____ that it's faster and can do larger amounts at one time.
2 _____ time-consuming to use because it's programmable.
- B 3 _____ me copy on both sides of the paper?
- A Yes, of course. 4 _____ you copy on two sides, put two pages on one side and reduce and enlarge pages. Everything really. I'm sure you'll find it will 5 _____.
- B 6 _____, but it still looks rather complicated.
- A It might seem like that at first but, in fact, it's very user-friendly and 7 _____.
- B What happens if I select this button that shows a double-sided option with a staple?
- A Well, 8 _____ that the photocopier can staple pages together.
- B Really?
- A Yes, try it.

Language at work

GRAMMAR REFERENCE

Comparative forms and modifiers

Form

- 1 Add *-er* to one- and some two-syllable adjectives and to adverbs with the same form as adjectives.
small → *smaller*
fast → *faster*
 If the adjective or adverb ends in *-y*, change the *-y* to an *-i* and add *-er*.
happy → *happier*
- 2 Double the consonant after a vowel at the end of short adjectives.
hot → *hotter*
big → *bigger*
thin → *thinner*
- 3 Some adjectives and adverbs are irregular.
good/well → *better*, *bad/badly* → *worse*
- 4 Add *more* to adjectives and adverbs with two or more syllables.
accurate → *more accurate*
quickly → *more quickly*
- 5 Add *than* after the comparative form to compare two things.
Carole is more sociable than Vincent.

Use

- 1 Use the comparative to compare two or more things or people.
This new system is better than the old one.
- 2 To say something is the same, use *as + adjective + as*.
It's as accurate as the old system.
- 3 To say something is different, use *not as + adjective + as*.
It is not (isn't) as efficient as the old system.

Modifying comparative adjectives and adverbs

Use modifiers to talk about differences in the size of the comparison.

- 1 Big differences: *much, far, a lot, a great deal*.
Sales are far bigger this year than last year.
We sold out much more quickly this year.
 Before *as + adjective + as*, use *not anything like*.
Sales weren't anything like as big as last year's.
- 2 Small differences: *a bit, a little, slightly, marginally*.
Sales were a bit better this year.
Overall, we did a little better this year.
 Before *as + adjective + as*, use *nearly or almost*.
There were nearly as many customers last night as there were at Christmas.

- 1 Complete the guidelines for designing a website with the correct form of the adjectives in brackets. To be effective, websites must always score much ¹ *higher* (high) in what 'usability guru', Jakob Nielsen, calls 'the three Fs'.

Functional

First of all, a website must be as ² _____ (easy) to use as anyone else's. Badly-designed sites don't function as ³ _____ (good) as their competitors' and so they lose a lot more business. Another point is that sites which are successful are continually looking at how they can be even ⁴ _____ (friendly) to the user.

Fast

The second F is to be ⁵ _____ (fast) than the rest. Customers won't want to use the website if downloading pages on the site is ⁶ _____ (slow) than on other sites.

Familiar

The final F is familiarity. A site which is ⁷ _____ (original) than its competitors' may look good, but in the end it will be ⁸ _____ (popular) if it's similar to other websites and users know how it works and what it does.

- 2 Adrian Sewell's company is looking for a new website designer. He is discussing the options with two members of his team. Read this information and underline the correct words in *italics* in their conversation.

Fritz Neff	Experience: 5 years Salary expectation: very high Style: modern Sickness record: 1 day last year
Maria Mendes	Experience: 4 years, 6 months Salary expectation: medium Style: traditional Sickness record: 0 days last year
Jean Petit	Experience: 2 years Salary expectation: medium / low Style: experimental Sickness record: 11 days last year

Adrian So, Katie, Guy – what do you think of our candidates?

Katie Well, I think we should choose Maria. She is ¹ *a lot / more* experienced ² *as / than* Jean, and she didn't take any days off due to sickness last year.

Guy Yes, but I think Jean would be better ³ *than / that* Maria. He's more dynamic and his salary expectations are also ⁴ *a bit / a lot* lower than hers.

Adrian Well, I disagree with both of you. I think we should go for Fritz. His designs are ⁵ *slightly / more* up-to-date than Maria's and that's important for our image. And his sickness record is ⁶ *a little / much* better than Jean's and only ⁷ *a bit / a great deal* worse than Maria's.

Katie Yes, but Maria is ⁸ *almost as / not nearly as* experienced as Fritz, and her salary expectations are ⁹ *far / a bit* lower.

Adrian I think we can talk to Fritz about salaries ...