

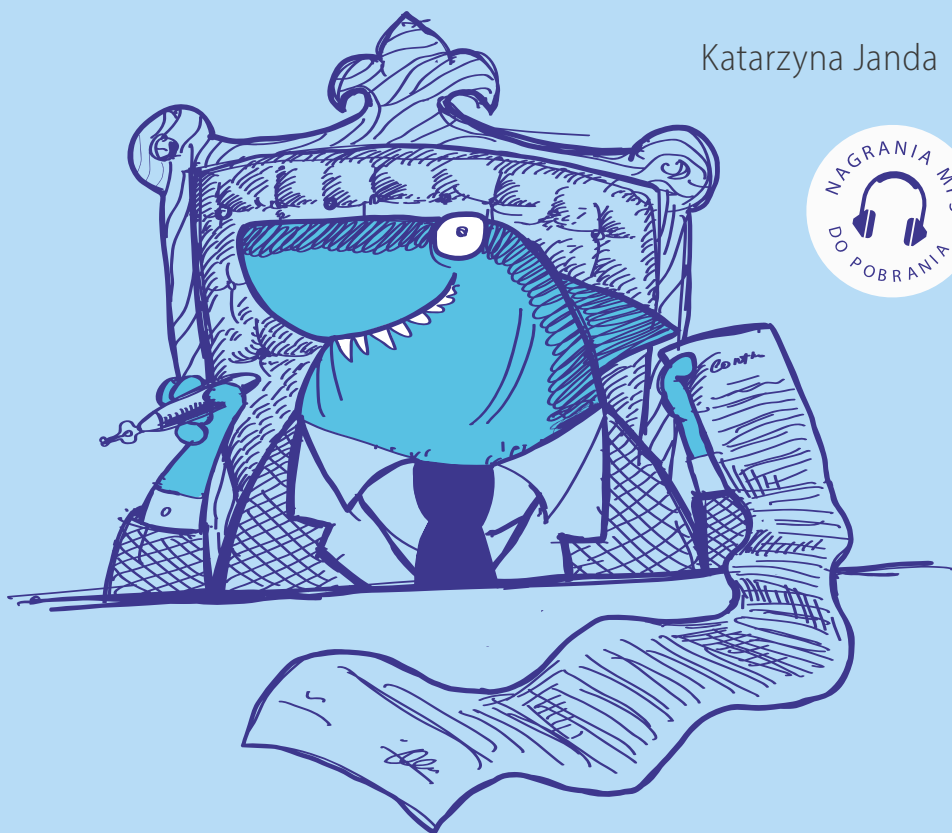
POZIOM  
A2-B2

ANGIELSKI BIZNESOWY W ĆWICZENIACH GRAMATYCZNYCH

# GRAMMAR BOSS

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Preston Publishing



✓ poznaj przydatne  
słownictwo biznesowe

✓ ćwicz angielską  
gramatykę

✓ porozumiewaj się swobodnie  
w pracy i biznesie

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## Wstęp

Jeśli chcesz opanować specjalistyczny język biznesu i ekonomii czy słownictwo przydatne w miejscu pracy, nie zapominaj o zasadach gramatycznych, które są niezbędne do konstruowania poprawnych i precyzyjnych wypowiedzi. Przygotowałam ten podręcznik, aby ułatwić Ci pogłębianie wiedzy w zakresie specjalistycznego języka angielskiego. Praktyczne ćwiczenia pomogą Ci doskonalić nie tylko język biznesu, ale także zasady gramatyczne. Książkę polecam zarówno osobom na poziomie podstawowym, jak i tym na poziomie średnio zaawansowanym. Użyte w niej słownictwo jest typowe dla sytuacji, z którymi zetkniesz się w miejscu pracy i w biznesie.

Zadania zawarte w podręczniku zostały podzielone na trzy poziomy zaawansowania. Każdy poziom został oznaczony odpowiadającą mu liczbą gwiazdek: \* (A1-A2), \*\* (B1), \*\*\* (B2). Zalecam stopniowe wykonywanie zadań w celu wyeliminowania ewentualnych błędów również w zagadnieniach na niższym poziomie zaawansowania.

Dodatkowo w książce znajdziesz przydatne wskazówki (**Uwaga!** *Częsty błąd*), które na praktycznych przykładach pokazują, jakich błędów należy unikać. Kolejnym elementem wartym uwagi są wskazówki gramatyczne oznaczone słowem **Pamiętaj!**, które wyjaśniają trudniejsze lub bardziej podchwytliwe zagadnienia i ułatwiają ich zapamiętanie.

Poza ćwiczeniami dotyczącymi zagadnień czysto gramatycznych książka zawiera również zadania leksykalne, między innymi z zakresu czasowników złożonych (*phrasal verbs*).

Możesz pracować z nią samodzielnie, ponieważ z pomocą klucza łatwo sprawdzisz poprawne odpowiedzi do zadań. W książce umieściliśmy także przydatne słowniczki wraz z nagraniami, które ułatwią Ci ćwiczenie wymowy. Na stronie obok znajdziesz instrukcję, jak pobrać nagrania. Jeśli szukasz konkretnego słowa lub wyrażenia, zajrzyj do indeksu.

Myślę, że efektem Twojej pracy z książką będzie swobodniejsze i przede wszystkim poprawne porozumiewanie się w języku angielskim w kontekście biznesowo-biurowym, a także poszerzenie słownictwa z tego zakresu.

Życzę owocnej pracy!

Autorka

### Słowniczek + nagrania (MP3)

*sale / sales / sell*

*sale* – sprzedaż (np. w sklepie),  
wyprzedaż  
*sales* – sprzedaż (np. roczna)  
*sales results* – wyniki sprzedaży  
*sell* – sprzedawać



### Częste błędy

*Uwaga!*

**Częste błędy:**

źle: *Ring/Phone/Call to me.*  
powinno być: *Ring/Phone/Call me.*

źle: *Fo send the letter!*  
powinno być: *Send the letter!*

### Wskazówki gramatyczne

*Pamiętaj!*

Przysłówki wyrażające pewność lub prawdopodobieństwo – *definitely, certainly, probably* – znajdują się po **WILL**, ale przed **WON'T**:

*She will definitely come to the meeting.*  
*She definitely won't come to the meeting.*

### Trzy poziomy trudności zadań:



podstawowy  
(A1-A2)

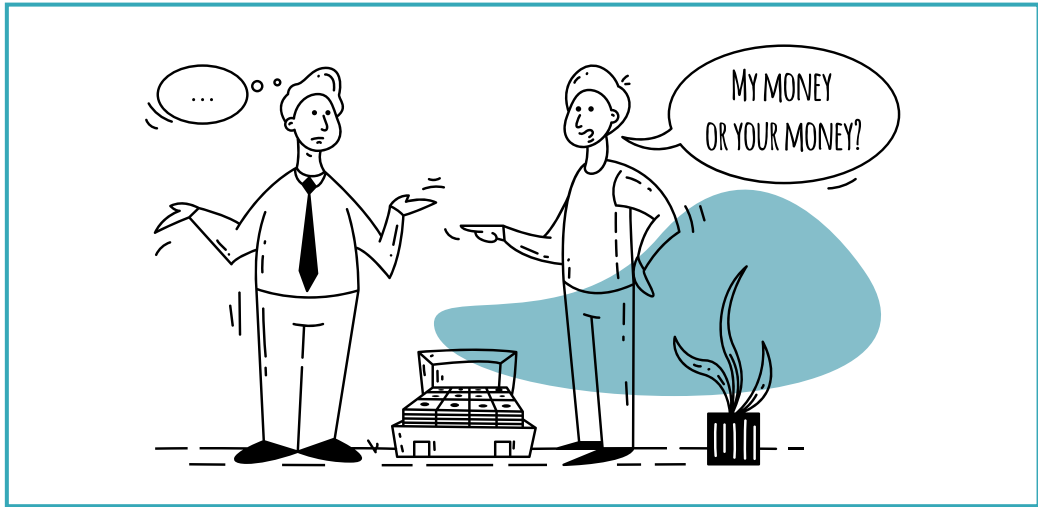


średnio zaawansowany  
(B1)



średnio zaawansowany  
wyższy (B2)

KUP KSIĄŻKĘ ►



1. **Uzpełnij zdania odpowiednim przymiotnikiem dzierżawczym** (*my, your, his, her, etc.*).

Sheila runs her own business. Her company is round the corner.

1. – Do you live here, Tom? Is it \_\_\_\_\_ address?  
– No, \_\_\_\_\_ address is 21 Maple St.
2. This is a present for Susan. It's \_\_\_\_\_ birthday today.
3. This is Mr and Mrs Smith. \_\_\_\_\_ office is in this building.
4. That's my husband. We live in this town. \_\_\_\_\_ house is in Baker Street.
5. – Do you know the man over there?  
– Yes, he's the owner of a music shop. \_\_\_\_\_ shop sells all sorts of musical instruments.
6. – Jimmy, is \_\_\_\_\_ company closed on Sundays? – Yes, we don't open on Sundays.
7. This is a people-friendly company. \_\_\_\_\_ policy is quite flexible.
8. We want to sell \_\_\_\_\_ old piano and buy a new keyboard for \_\_\_\_\_ son.
9. – Do they have many customers in that new location?  
– Yes, \_\_\_\_\_ customers like shopping there.
10. – This shop is in London.  
– What is \_\_\_\_\_ postcode?



2. W każdej parze zdań uzupełnij drugie zdanie, zamieniając tzw. przymiotnik dzierżawczy (*possessive adjective: my, your, his, etc.*) na zaimek dzierżawczy (*possessive pronoun: mine, yours, etc.*).

Our latest product is innovative. This innovative product is ours.

- My company produces cars.  
The company producing cars is \_\_\_\_\_.
- Her new proposal is innovative.  
This innovative proposal is \_\_\_\_\_.
- That's his credit card.  
That credit card is \_\_\_\_\_.
- Her exhibition was very interesting.  
That interesting exhibition was \_\_\_\_\_.
- This is our new advertising campaign.  
This new advertising campaign is \_\_\_\_\_.
- May I show you your beautiful new office, Mr and Mrs Brown?  
This beautiful new office is \_\_\_\_\_, Mr and Mrs Brown.
- I reserved their flights. I'll do ours tomorrow.  
The flights which I reserved are \_\_\_\_\_.



*customer* – klient  
*advertising campaign* – kampania reklamowa  
*advertising* – reklama/reklamowanie  
*advertisement/advert/ad* – reklama  
*flight* – lot  
*bill* – rachunek w restauracji

*bill / receipt / invoice*

*bill* – rachunek (otrzymany przed zapłatą, np. w restauracji)  
*receipt* – paragon (otrzymany po opłaceniu, np. w sklepie)  
*invoice* – faktura

*confirm* – potwierdzić  
*confirm a reservation/booking* – potwierdzić rezerwację  
*entrepreneur* – przedsiębiorca  
*report* – raport  
*office* – biuro  
*in/at the office* – w biurze  
*in/at a meeting* – na spotkaniu  
*policy* – polityka (firmy)  
*flexible* – elastyczny

*Uwaga!*

**Częste błędy:**

źle: *theirs house*  
 powinno być: **THEIR** house  
 źle: *ours children*  
 powinno być: **OUR** children  
 źle: *this house is our*  
 powinno być: *this house is OURS.*



3. **Uzupełnij luki odpowiednim przymiotnikiem lub zaimkiem dzierżawczym (my/mine, your/yours, etc.).**

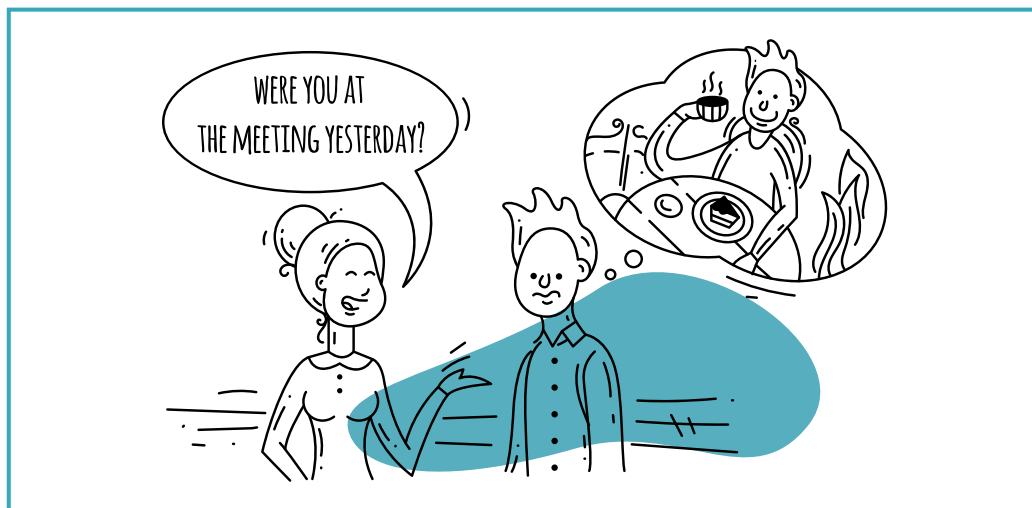
Did you get your salary yesterday?

1. Sarah bought a mobile. \_\_\_\_\_ mobile is very modern.
2. Waiter: "Is this \_\_\_\_\_ bill, sir?"  
Customer: "No, it isn't \_\_\_\_\_."
3. – Did you confirm your reservation?  
– Yes, I confirmed \_\_\_\_\_, but Tom didn't confirm \_\_\_\_\_.
4. Jane's parents are very successful people. \_\_\_\_\_ mother is a CEO, and \_\_\_\_\_ father is a famous entrepreneur.
5. The boss wants our reports soon – have you sent \_\_\_\_\_ already? I have to send \_\_\_\_\_ today.
6. I have \_\_\_\_\_ exam today. John isn't coming with me. \_\_\_\_\_ exam is tomorrow.
7. We usually have \_\_\_\_\_ meetings on Monday. When do you have \_\_\_\_\_?
8. This is Sarah and Tom. That interesting new idea is \_\_\_\_\_.
9. Mr and Mrs Andrews park \_\_\_\_\_ car here. Mr Brown parks \_\_\_\_\_ round the corner.
10. Did the Blacks come back from \_\_\_\_\_ trip yesterday?

# Were you at the meeting yesterday?

Prepositions & phrasal verbs

2



1. Uzupełnij podane wyrażenia odpowiednim przyimkiem (*on, at, in lub between*).

in 2016

- \_\_\_\_\_ four o'clock
- \_\_\_\_\_ three and five o'clock  
\_\_\_\_\_ the afternoon
- \_\_\_\_\_ Sunday
- \_\_\_\_\_ the morning
- \_\_\_\_\_ Friday evening
- \_\_\_\_\_ a quarter to seven
- \_\_\_\_\_ summer
- \_\_\_\_\_ the weekend
- \_\_\_\_\_ 1998
- \_\_\_\_\_ Saturday morning
- \_\_\_\_\_ night
- \_\_\_\_\_ September
- \_\_\_\_\_ the 20<sup>th</sup> century
- \_\_\_\_\_ half past eleven
- \_\_\_\_\_ nine and ten o'clock
- \_\_\_\_\_ Tuesday afternoon
- \_\_\_\_\_ the evening
- \_\_\_\_\_ Thursday
- \_\_\_\_\_ twenty past eight
- \_\_\_\_\_ the afternoon





**be on the phone** – rozmawiać przez telefon

**work for a company** – pracować w firmie (dla firmy)

**suitable for** – odpowiedni dla/na

**suitable for the post** – odpowiedni na to stanowisko

**responsible for** – odpowiedzialny za

**offer** – oferować

**a full range of** – pełna gama

**a full range of services** – pełna gama usług

**operate** – działać (o firmie)

**staff** – personel

**multinational company** – firma międzynarodowa

**loyal customers** – lojalni klienci

**retailer** – sprzedawca detaliczny

**sales** – sprzedaż

*sale / sales / sell*

**sale** – sprzedaż (np. w sklepie), wyprzedaż

**sales** – sprzedaż (np. roczna)

**sales results** – wyniki sprzedaży

**sell** – sprzedawać

**item** – sztuka, przedmiot, rzecz

**increase** – wzrastać, zwiększać

**decrease** – maleć, zmniejszać

**make a complaint** – złożyć skargę/reklamację

**premises** – teren, posesja, nieruchomości

**provide** – dostarczać

**itinerary** – plan podróży

**business trip** – podróż służbowa

**go on a business trip** – wyjechać w podróż służbową / delegację

**be out of stock** – nie być na stanie (o produkcie)



2. **Wstaw właściwy przyimek miejsca (on lub in) tam, gdzie potrzeba. Niektóre luki powinny pozostać puste.**

His office is opposite    ours.

The meeting room is on the left.

1. If you want to find our office, go past the lifts and turn            left.
2. The Metro station is            the right.
3. Lloyds Bank is            Bank Street.
4. They are having a meeting            the meeting room.
5. Our school is            the same street as the hotel.
6. Their offices are            the second floor of this building.
7. The toilet is            the basement.
8. Our company is            the first street            the left.
9. – Where is his assistant?  
– She's            a meeting.
10. Is your house            the right or            the left?
11. The information desk is            the ground floor.
12. Can we meet            the coffee bar?
13. – How do I get to the hospital?  
– Turn            right, and you will find it            your left.
14. The church is opposite            the park.
15. The music shop is            the corner of this street.



3. **Uzupełnij zdania odpowiednim przyimkiem (on, in, at, from, for, of, to, by, about). W niektórych zdaniach pojawia się również czasowniki złożone (phrasal verbs).**

They arrived at 4 pm.



1. – Can I have a word with the manager?  
– I'm sorry, but she is \_\_\_\_\_ the phone at the moment.
2. How long have you been working \_\_\_\_\_ this company?
3. Do you think this candidate is suitable \_\_\_\_\_ such a responsible post?
4. We offer a full range of services \_\_\_\_\_ our customers.
5. This is a multinational company which operates \_\_\_\_\_ a number of sectors.
6. We are looking \_\_\_\_\_ new creative staff.
7. I'd like to introduce you \_\_\_\_\_ our Personnel Manager.
8. Are you loyal \_\_\_\_\_ one company, or do you buy from various retailers?
9. Our sales have increased \_\_\_\_\_ 100,000 items a day.
10. I'd like to make a complaint \_\_\_\_\_ the product I bought yesterday.
11. We are interested \_\_\_\_\_ buying premises in the city centre.
12. This telecommunications company provides internet \_\_\_\_\_ homes.
13. Our new Marketing Manager has years of experience \_\_\_\_\_ advertising.
14. John works \_\_\_\_\_ the Financial Department.
15. Are you still working \_\_\_\_\_ the same project?
16. I have to plan an itinerary \_\_\_\_\_ my next business trip.
17. Unfortunately, this product is out \_\_\_\_\_ stock at the moment.
18. The salaries in our organisation have risen \_\_\_\_\_ 10% this year.

*be in stock* – być na stanie

*salary* – pensja

*salary / pension / wage(s)*

*salary* – pensja

*pension* – emerytura

*wage(s)* – wypłata tygodniowa lub za wykonaną pracę

*arrange an appointment / a meeting*

– ustalić/umówić spotkanie

*shareholders* – udziałowcy

*invest in* – inwestować w

*goods* – towary, produkty

*on the market* – na rynku, w sprzedaży

*in the market* – na rynku

*message* – wiadomość

*voicemail* – poczta głosowa

*facilitate* – ułatwić

*target at* – kierować do, mieć na celu

*brand* – marka (produktu)

*make of car* – marka samochodu

*apply for* – ubiegać się o, aplikować

*exchange rate* – kurs wymiany walut

*profit* – zysk

*compete with* – konkurować z

*merge* – dokonać fuzji, połączyć się

*unemployment* – bezrobocie

*charge interest* – naliczać odsetki

*account* – konto, rachunek bankowy

*customer service department* – dział obsługi klienta

*benefit from* – skorzystać z

*shares* – akcje, udziały

*issue* – wydawać, emitować, wypuszczać

*issue shares* – emitować akcje



**bonds** – obligacje

**stock exchange / stock market**

– giełda papierów wartościowych

**franchisee** – franczyzobiorca

**franchisor** – franczyzodawca

**parent company** – spółka matka

**bank statement** – wyciąg z rachunku bankowego

**demand** – popyt

**expenditure** – wydatki, rozchód

**flexible** – elastyczny (np. czas pracy, pracownik)

**current account** – rachunek bieżący (w banku)

**savings account** – rachunek oszczędnościowy

**have a stake in** – mieć udział finansowy w

**tax** – podatek

**cash machine / ATM** – bankomat

**cash deposit machine** – wpłatomat

**labour costs** – koszty pracy

**balance** – saldo

**in advance** – z wyprzedzeniem

**on approval** – z możliwością zwrotu

**in bulk** – w dużych ilościach, hurtowo

**in debit** – w debecie

**debit** – obciążyć rachunek bankowy

**deal with** – zajmować się, radzić sobie z

**depend on** – polegać na, zależeć od

**contribute to** – wnosić wkład, przyczynić się do

**succeed in** – osiągnąć coś, udać się

**count on sb/sth** – liczyć na kogoś/coś

**Phrasal verbs:**

**put sb through to** – połączyć kogoś (telefonicznie) z

**turn up** – przyjść, pojawić się

19. She is responsible \_\_\_\_\_ answering the phone and arranging appointments.
20. The shareholders invested quite a lot of money \_\_\_\_\_ this business.
21. Nowadays, it's possible to do your shopping \_\_\_\_\_ the internet.
22. The staff working in Customer Care deal \_\_\_\_\_ customers' complaints.
23. This chain store sells a lot of goods \_\_\_\_\_ fairly reasonable prices.
24. Could you put me \_\_\_\_\_ to the manager, please?
25. It's much easier to do your banking \_\_\_\_\_ the phone.
26. We spend quite a sum of money monthly \_\_\_\_\_ advertising.
27. You can find our latest gadget \_\_\_\_\_ the market at the moment.
28. Yes, we have this brand of shampoo \_\_\_\_\_ stock.
29. There are a number of messages \_\_\_\_\_ my voicemail.
30. The invention \_\_\_\_\_ this gadget did much to facilitate communication.
31. Their latest advertisement is targeted mainly \_\_\_\_\_ the younger audience.
32. We sell a lot of different brands \_\_\_\_\_ everyday goods.
33. I'd like to apply \_\_\_\_\_ the position of Advertising Executive.
34. There are significant differences \_\_\_\_\_ exchange rates throughout the world.
35. Our profits stabilised \_\_\_\_\_ 2016 \_\_\_\_\_ 2018.
36. It's difficult to compete \_\_\_\_\_ such low prices.



37. I'm sorry to trouble you, but there is a mistake \_\_\_\_\_ the invoice you sent me.
38. Is it possible to pay \_\_\_\_\_ credit card in this restaurant?
39. Sales of luxury cars decreased sharply \_\_\_\_\_ 100,000 last year.
40. The unemployment rate in our region rose \_\_\_\_\_ 6% \_\_\_\_\_ 7% in the last quarter.
41. When you arrive at the airport, you will have to go \_\_\_\_\_ customs if you have any goods to declare.
42. We would like to negotiate a deal \_\_\_\_\_ some foreign distributors.
43. I made the payment using my credit card, that's why the bank has debited \$50 \_\_\_\_\_ my account.
44. Yesterday, I withdrew \$200 \_\_\_\_\_ my current account.
45. I'm thinking of transferring all my savings \_\_\_\_\_ another bank.
46. A high percentage \_\_\_\_\_ our income comes from foreign investment.
47. Are you planning to open a savings account \_\_\_\_\_ a bank? Come and open it \_\_\_\_\_ us!
48. I've earned quite a lot on my latest project, and I'm going to invest it \_\_\_\_\_ a new business venture.
49. We've just received an invoice \_\_\_\_\_ all the services provided \_\_\_\_\_ this company.
50. This multinational organisation is collaborating \_\_\_\_\_ another company on some research projects.
51. If you have something to declare, you should fill \_\_\_\_\_ the customs form.

*let (sb) down* – zawieść, rozczarować (kogoś)

*fill in/out a form* – wypełnić formularz

*come in for* – narazić się na

*draw up (a plan, contract)* – sporządzić (plan, umowę)

*pay (money) in(to)* – wpłacić (pieniądze)

*take (money) out / withdraw (money)* – wypłacić (pieniądze)

*step down* – ustąpić ze stanowiska

*cut down on* – ograniczyć, zredukować

*call off* – odwołać

*point out* – zaznaczyć, zwrócić uwagę na

*go under* – upaść

*account for* – stanowić

*stand at* – wynosić

*live up to* – spełniać (np. oczekiwania)

*get round to / get down to* – zabrać się do

*miss out on* – przeoczyć, stracić (szansę)

*take over* – przejąć

*go along with* – zgodzić się z

założyć spółkę, otworzyć działalność:

*set up (a business, company)*

*open*

*start*

*establish*

*found (past: founded)*

*start-up* – młody biznes

(najczęściej oparty na nowoczesnych technologiach)

zwalniać pracowników:

*lay off*

*dismiss*

*make sb redundant*

*fire*

*give sb the sack*



**bring out** – wydać, wprowadzić na rynek

**break off** – zerwać (np. negocjacje)

**turn down** – odrzucić

przeprowadzić badanie (ryнку):

**carry out (market) research**

**do (market) research**

**conduct (market) research**

52. A franchisee gets support \_\_\_\_\_ the parent company.
53. This well-known multinational company is based \_\_\_\_\_ the USA.
54. This chain of stores offers a wide range \_\_\_\_\_ body-care accessories.
55. Unfortunately, they turned \_\_\_\_\_ our invitation to the conference.
56. The boss is on the other line at the moment. Could you just hold \_\_\_\_\_ ?



#### 4. Uzupełnij zdania odpowiednim przyimkiem.

She is going to look *after* our visitors tomorrow.

1. We need to take our clients \_\_\_\_\_ to dinner at a local restaurant.
2. If you need fresh fruit or vegetables, you will find both \_\_\_\_\_ the front of the supermarket.
3. I'm really fond \_\_\_\_\_ dealing with people in my job.
4. In general, firms depend mainly \_\_\_\_\_ their clients for the profits they make.
5. In your covering letter, you should include information about how you can contribute \_\_\_\_\_ the company.
6. We invited all our key clients, but only a few turned \_\_\_\_\_.
7. We succeeded \_\_\_\_\_ persuading a great majority of supermarket customers to choose our brand.
8. Companies have greatly benefited \_\_\_\_\_ a sudden rise in domestic demand.
9. We've just started the company, and yesterday we issued our first shares \_\_\_\_\_ the stock exchange.
10. We counted on our investors for financial support, but in the end they all let us \_\_\_\_\_.
11. There is a balance of only \$20 \_\_\_\_\_ my bank statement. They must have made a mistake!
12. Recently, there has been increasing demand \_\_\_\_\_ the market \_\_\_\_\_ a product of this kind.

13. Their latest commercial was likened \_\_\_\_\_ a Hollywood production.
14. We are doing research \_\_\_\_\_ average monthly expenditure in our country.
15. We demand that our employees be flexible \_\_\_\_\_ working hours.
16. There was an unexpected decrease \_\_\_\_\_ 20p in their shares yesterday.
17. The new Marketing Manager came \_\_\_\_\_ for a lot of criticism right from the start.
18. We are busy drawing \_\_\_\_\_ a business plan for our future business.
19. The previous director had to step \_\_\_\_\_ when the company incurred enormous debts.
20. Several investors have a stake \_\_\_\_\_ our company.
21. At present, we have to pay a heavy tax \_\_\_\_\_ imported luxury goods.
22. I've got a debit card which allows me to pay money \_\_\_\_\_ my bank account using a cash deposit machine.
23. We have to consider cutting down \_\_\_\_\_ labour costs this year.
24. Our shares are up 14p and stand \_\_\_\_\_ 603.5p.
25. We had to call \_\_\_\_\_ our annual conference because of the unsteady financial situation in our organisation.
26. If you own shares or bonds, you can trade them \_\_\_\_\_ the stock market.
27. Only the likes \_\_\_\_\_ Coca Cola or Apple can be sure of unflagging popularity of their products.
28. Due to its attempt to enter the Japanese market, the company went \_\_\_\_\_.
29. In his speech, the manager pointed \_\_\_\_\_ some problems the company is facing.
30. Southern Asia accounts \_\_\_\_\_ a quarter of our total sales.
31. The shares stood \_\_\_\_\_ 430.5p at the close of business yesterday.
32. One may notice a number of similarities \_\_\_\_\_ the two competitors.
33. The profits we made last quarter did not live \_\_\_\_\_ to our expectations.
34. You haven't even started the report. When are you finally going to get \_\_\_\_\_ to it?
35. Lloyd's shares fell sharply \_\_\_\_\_ 40p.
36. If we don't try to win the Asian market now, we could miss \_\_\_\_\_ on an excellent opportunity.
37. As I have never taken out too much money from my account, it has never been \_\_\_\_\_ debit.

38. If this powerful company gets most of our shares, it will take \_\_\_\_\_ ownership of our firm.
39. Shares in Tepnel increased 10p \_\_\_\_\_ 506p.
40. I think there's no choice for us except to go \_\_\_\_\_ with their proposal.
41. There have been several transactions \_\_\_\_\_ my bank account this month.
42. Is your company setting \_\_\_\_\_ a new branch abroad?
43. Our competitors are involved \_\_\_\_\_ talks with new suppliers.
44. Due to financial problems, the SMG company has to lay \_\_\_\_\_ around 100 employees.
45. If everything goes as planned, we will bring \_\_\_\_\_ the new product at the end of this year.
46. I'm counting \_\_\_\_\_ you to lead the company through this difficult period.
47. We are thinking of carrying \_\_\_\_\_ new market research in this area.
48. The committee broke \_\_\_\_\_ negotiations yesterday because they couldn't reach an agreement with the other party.
49. Unfortunately, his application for this position has been turned \_\_\_\_\_.
50. Our suppliers insist that we should pay them \_\_\_\_\_ advance or \_\_\_\_\_ delivery.
51. We will order the components \_\_\_\_\_ two weeks' approval first.
52. Our main customer asks if he can pay for the products \_\_\_\_\_ 10 instalments.
53. We always deliver free of charge if you buy \_\_\_\_\_ bulk.
54. I saw an extraordinary advertisement \_\_\_\_\_ their new car in the Sunday paper.
55. Although the company merged with another one, it has retained 56% \_\_\_\_\_ the shares.
56. There has been a considerable rise \_\_\_\_\_ salaries this year.
57. It's possible for small businesses to charge interest \_\_\_\_\_ debts.
58. If you have money \_\_\_\_\_ your bank account, your account is \_\_\_\_\_ the black.

## 1. My money or your money?

- |    |             |          |                |               |
|----|-------------|----------|----------------|---------------|
| 1. | 1. your, my | 9. their | 6. yours       | 6. my, His    |
|    | 2. her      | 10. its  | 7. theirs      | 7. our, yours |
|    | 3. Their    |          |                | 8. theirs     |
|    | 4. Our      | 2.       | 3.             | 9. their, his |
|    | 5. His      | 1. mine  | 1. Her         | 10. their     |
|    | 6. your     | 2. hers  | 2. your, mine  |               |
|    | 7. Its      | 3. his   | 3. mine, his   |               |
|    | 8. our, our | 4. hers  | 4. Her, her    |               |
|    |             | 5. ours  | 5. yours, mine |               |

## 2. Were you at the meeting yesterday?

- |    |                 |                                |                   |                 |
|----|-----------------|--------------------------------|-------------------|-----------------|
| 1. | 1. at           | 4. to                          | 42. with          | 19. down        |
|    | 2. between, in  | 5. in                          | 43. from          | 20. in          |
|    | 3. on           | 6. for                         | 44. from          | 21. on          |
|    | 4. in           | 7. to                          | 45. to            | 22. into        |
|    | 5. on           | 8. to                          | 46. of            | 23. on          |
|    | 6. at           | 9. to/by*                      | 47. with/at, with | 24. at          |
|    | 7. in           | 10. about                      | 48. in            | 25. off         |
|    | 8. at           | 11. in                         | 49. for, by       | 26. on          |
|    | 9. in           | 12. to                         | 50. with          | 27. of          |
|    | 10. on          | 13. in                         | 51. in/out        | 28. under       |
|    | 11. at          | 14. in                         | 52. from          | 29. out/to      |
|    | 12. in          | 15. on                         | 53. in            | 30. for         |
|    | 13. in          | 16. for                        | 54. of            | 31. at          |
|    | 14. at          | 17. of                         | 55. down          | 32. between     |
|    | 15. between     | 18. by                         | 56. on            | 33. up          |
|    | 16. on          | 19. for                        |                   | 34. round/down  |
|    | 17. in          | 20. in                         |                   | 35. by/to       |
|    | 18. on          | 21. on/over                    |                   | 36. out         |
|    | 19. at          | 22. with                       |                   | 37. in          |
|    | 20. in          | 23. at                         |                   | 38. over        |
|    |                 | 24. through                    |                   | 39. to          |
|    |                 | 25. on/over                    |                   | 40. along       |
| 2. | 1. -            | 26. on                         |                   | 41. in          |
|    | 2. on           | 27. on                         |                   | 42. up          |
|    | 3. in/on        | 28. in                         |                   | 43. in          |
|    | 4. in           | 29. on                         |                   | 44. off         |
|    | 5. in/on        | 30. of                         |                   | 45. out         |
|    | 6. on           | 31. at/towards                 |                   | 46. on          |
|    | 7. in           | 32. of                         |                   | 47. out         |
|    | 8. in/on, on/to | 33. for                        |                   | 48. off         |
|    | 9. in/at        | 34. in/between/<br>among       |                   | 49. down        |
|    | 10. on, on      | 35. between, and /<br>from, to |                   | 50. in, on/upon |
|    | 11. on          | 36. with/against               |                   | 51. on          |
|    | 12. in          | 37. on/in                      |                   | 52. in          |
|    | 13. -, on       | 38. by                         |                   | 53. in          |
|    | 14. -           | 39. to/by*                     |                   | 54. for         |
|    | 15. on          | 40. from, to                   |                   | 55. of          |
| 3. | 1. on           | 41. through                    |                   | 56. in          |
|    | 2. for          |                                |                   | 57. on          |
|    | 3. for          |                                |                   | 58. in, in      |
- \* to oznacza wzrost/spadek DO takiej liczby, by – wzrost O daną wartość



ANGIELSKI BIZNESOWY W ĆWICZENIACH GRAMATYCZNYCH

# GRAMMAR BOSS



## Katarzyna Janda

Doświadczony wykładowca uczelni wyższej w obszarze języka specjalistycznego ze szczególnym zamiłowaniem do Business English. Absolwentka filologii angielskiej oraz dwóch kierunków studiów podyplomowych dla tłumaczy poświadczonych i specjalistycznych. Właścicielka szkoły językowej, specjalizującej się w nauczaniu osób dorosłych i klientów korporacyjnych.

POZIOM  
A2-B2

Chcesz władać angielskim *like a boss*? Ucz się zarówno **słownictwa biznesowego, jak i zasad gramatycznych!** Żeby zostać grubą rybą, wcale nie potrzebujesz opasłych tomów – książka *Grammar Boss* zawiera wszystko, czego Ci potrzeba.

W środku znajdziesz 28 rozdziałów poświęconych różnym zagadnieniom gramatycznym. Każdy z nich to **zestaw ćwiczeń bazujących na słownictwie biznesowym**. Dzięki nim utrwalisz nie tylko przydatne wyrażenia, lecz także zagadnienia dotyczące angielskiej gramatyki. Obok ćwiczeń umieściliśmy przydatne słowniczki, które pomogą Ci w opanowaniu niezbędnych słówek.

### Dzięki tej książce:

- ✓ poszerzysz wiedzę gramatyczną poprzez wykonywanie ćwiczeń o tematyce biznesowej na różnych poziomach zaawansowania (A2-B2),
- ✓ poznasz wiele praktycznych wyrażen z różnych dziedzin biznesu oraz nauczysz się używać ich w kontekście,
- ✓ utrwalisz poznane słownictwo biznesowe, w czym pomogą Ci słowniczki przygotowane do każdego tematu,
- ✓ sprawdzisz swoje umiejętności w teście powtórkowym z kluczem odpowiedzi.

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