

BVU practice (unit 1-11)

Dictation

1.

2

3

4

Pronunciation: underline the stressed syllables in the words in italics

1. There's a good *rapport* between the *colleagues*.
2. When everyone feels *motivated morale* is good.
3. Do you *prefer* *authoritarian* to *humanitarian* managers?
= team spirit
4. How would you *define empowerment*?
5. The company has a *hierarchical* structure.
6. We have an *entrepreneurial culture*.

Vocabulary

1. In a workplace environment, orders being given from superiors to s _____ is the most basic form of downward communication.
2. The better you can lead your team of employees, the greater chance there is of business success. Training can help you to become a better leader, which will **give** your company a _____ c _____ e _____ over rival companies.
3. By law, certain minimum steps must be followed before an employee can be made redundant. A _____ di _____ pr _____ is started up when the employer believes the employee has not met the required standards of conduct.

4. All pregnant female staff automatically qualify for a three-month statutory **m**
l , regardless of length of service.
5. The compensation for employees whose job has been abolished is called **r**.
p
6. Some older workers will need and demand more flexible routes into retirement, looking to
d , for example by working fewer hours, rather than simply
seeing retirement as a full stop to their working lives.
7. If a company wants an independent opinion about how well it is run, it can hire an auditor to do a
p **a** .
8. When conflicts between business partners arise, **di**
re , either in the form of negotiation, mediation or arbitration,
might be a way to minimize the costs and the damage to the relationship.
9. For the first time in five years the gender gap is widening again. Almost a fifth of the women surveyed
claim that they feel **d** **a** at work.
10. In an effort to school senior executives in technology, social media and the latest workplace trends,
many businesses are pairing upper management with younger employees in a practice known as
r **m** .

Translation

1. Beslissingen die zonder overleg worden opgelegd zijn typisch voor een autoritaire bedrijfscultuur.
2. Ze gaat mee (blijft bij) met de huidige trends, net zoals ik had voorspeld.
3. Zoals je weet, bespreken we volgende donderdag hoe we getalenteerde individuen kunnen aantrekken en houden.
4. Gisteren heeft mijn baas hen gevraagd de ontslagvergoedingen te berekenen.
5. Ons gelijkemansbeleid zal de arbeidsvoldoening verhogen voor al diegenen die voor ons werken.