



clients as rapidly as possible.	more capital.	a meeting to discuss this last week.	the target, let me know as soon as possible.	them an offer they can't refuse.	terms that we both find acceptable.
You'll have to make	I'm sure we'll be able to agree	The company is going to issue	I have to leave early to catch	500,000 new shares.	all the deadlines on this project.
a plan for you and we'll look through it next week.	I'm going to give	I'd like to second	Nobody likes to write off	a quick phone call before we leave.	a plane.
a day off.	We held	£1m in damages.	You'll have a chance to present	I'll draw up	an appointment with them for next week.
It's vital to meet	the proposal made by Herr Weiss.	We must find a way to raise	Just a minute - I have to make	It's important to invoice	a bad debt.
a speech at the award ceremony.	It's about time I had	I'll fix	He says they're going to claim	If you can't reach	your arguments tomorrow.

He says they're going to claim £1m in damages.
 It's important to invoice clients as rapidly as possible.
 I'd like to second the proposal made by Herr Weiss.
 It's vital to meet all the deadlines on this project.
 I'll draw up a plan for you and we'll look through it next week.
 Just a minute - I have to make a quick phone call before we leave.
 I'll fix an appointment with them for next week.
 Nobody likes to write off a bad debt.
 I'm going to give a speech at the award ceremony.

The company is going to issue 500,000 new shares.
 I'm sure we'll be able to agree terms that we both find acceptable.
 We held a meeting to discuss this last week.
 I have to leave early to catch a plane.
 We must find a way to raise more capital.
 If you can't reach the target, let me know as soon as possible.
 You'll have a chance to present your arguments tomorrow.
 It's about time I had a day off.
 You'll have to make them an offer they can't refuse.

Verbs and nouns

Worksheet Progress check



ACTIVITY

Groupwork: reading, speaking

AIM

To match up the first and second halves of a set of sentences.

GRAMMAR AND FUNCTIONS

Collocation of verbs and nouns

VOCABULARY

hold a meeting, make a phone call, give a speech, fix an appointment, meet a deadline, draw up a plan, present an argument, second a proposal, catch a plane, have a day off, invoice a client, write off a bad debt, make an offer, claim (£1m) in damages, raise capital, issue shares, reach a target, agree terms

PREPARATION

Make one copy of the worksheet for each group of four to six students and cut it up into cards as indicated. Each card carries the first or second half of a sentence. Keep the cards separate (first halves in one pile, and second halves in another pile) and mark the backs of each card to indicate which each one is. For example, mark each first-half card with a number 1 and each second-half card with a number 2.

TIME

10 minutes

PROCEDURE

- 1 Divide the class into groups of four to six.
- 2 Give each group a set of cards and ask them to spread them on the table, face down.
- 3 Explain the objective of the task, which is to put the cards together in pairs to make 18 sensible sentences. Explain that students can see if a card is a first-half or a second-half by looking for a number 1 or 2 on the back of each card.
- 4 Ask them to begin.
- 5 When the first couple of groups have finished, check the sentences with the whole class. If a group comes up with another solution in which all the sentences fit together logically, that's fine.

FOLLOW-UP

Ask the students to write new sentences using verb/noun combinations from the sentences on the cards. Check the sentences and then ask them to dictate them to each other in pairs.