

Answers

Below are the correct answers, which are shown in red. The forms of some verbs have changed from how they appeared in the box.

1. He is a good leader, but sometimes he focuses too much on current issues and fails to **see the bigger picture**. Something which may be a costly investment now could certainly **pay off** in the long run.
2. Would it be possible to postpone our 10am meeting to 10:30? I have a rather important meeting just before ours, which I am sure will **overrun**, because we have so many important issues to discuss. If it isn't possible then I will **strive** to be there on time.
3. We are hoping that they will accept our proposal. They seemed to be very **receptive** to our offer in the previous meeting, expressing a lot of enthusiasm and asking lots of questions. We were also able to **build** a really strong **rapport** with them when we took them out for dinner.
4. When I started the business, I had very little capital, just an idea and real ambition. I managed to build the business **from the ground up**. I applied for a small loan from the bank, which got **the green light**, and I started to **set the wheels in motion** immediately. I had some family members who had started businesses of their own, so I was able to **draw on** their knowledge and experience to ensure that I didn't make too many mistakes. It is impossible to have a completely **flawless** idea and business plan, but thankfully the mistakes that I made were not too costly.