

1. Choose the correct word in *italics* to complete the text.

My company ¹*produces* / ~~*products*~~ specialized software for the film industry. Our ²*head* / *based* office is near San Francisco, but we also ³*specialize* / *operate* in Europe and the Far East where we have two ⁴*services* / *subsidiaries*. There are 450 ⁵*employs* / *employees* in the company. We ⁶*sell* / *sales* our ⁷*produce* / *goods* to companies like Dreamworks which ⁸*provide* / *make* animated movies. Our technology is very new, so we don't have many ⁹*competitors* / *companies*.

2. Complete the sentences using a suitable word from 1 in the correct form.

- 1 We have annual sales of \$25 million.
- 2 Not many _____ in the world have more than 100,000 employees.
- 3 Totalgaz is one of the _____ of Total Group.
- 4 We only sell these _____ in Europe and North America.
- 5 Where exactly is your company _____?
- 6 H&M _____ in good-quality clothes at low prices.
- 7 A lot of pizza restaurants _____ home delivery services.
- 8 The TATA Group _____ on all six continents.
- 9 We offer a wide range of consulting _____.
- 10 What exactly does your company _____?

3. Match the jobs or organizations in the list to the people talking in 1-7.

a customer a supplier a subcontractor
 a consultant a colleague an employment agency
 a training organization

- 1 If you want to leave early, I can finish that for you.
a colleague
- 2 There are three new management courses starting next month. _____
- 3 We now have those chairs you ordered. I'll send them today. _____
- 4 I have two more CVs which look interesting for that sales job. _____
- 5 I'm afraid we can't accept any more work from you this month. _____
- 6 I'm interested in your products. Can you send me some more information? _____
- 7 I'll email you a report on Monday, and then we can talk about it. _____