REVISION

Select the most appropriate option

1. I always come to the office early _____ the morning as our partners from India of almost two hours ahead of us.

   a) in b) on c) at

2. _____ you receive a 10% discount, we won't be able to keep our heads above water.

   a) Unless b) Should c) If

3. The share of western suppliers _____ dramatically over the last two years.

   a) shrank b) shrinked c) has shrunk

4. _____ any job offers recently?

   a) Do you receive b) Did you receive c) Have you received

5. A company success on the market heavily depend _____ how well its supply chain operates.

   a) on b) of c) from

6. Regardless _____ your prices you can remain attractive for your target audience if you product is unique.

   a) on b) of c) from

7. Currently we _____ new market opportunities.

   a) are exploring b) explore c) have been exploring

8. I am writing with reference to your email _____ 17 September.

   a) on b) from c) of

9. Their share price plunged when they _____ a new disruptive technology.

LIVEWORKSHEETS

a) developed b) have developed c) were developing

10. We are going to raise prices _____ 5% at the end of this year.

a) by b) at c) on

Put the words in brackets in the correct form.

Example: We _____ (significant) improved our product quality. – *We significantly improved our product quality.*

We _____ (introduce) new employment practices recently – *We have introduced new employment practices recently.*

1. We _____ (look for) a new supplier in order to ensure fast delivery of perishable products.
2. How long _____ (you/know) their CFO?
3. Food prices increased _____ (moderate) last month.
4. I _____ (forget) about the meeting. Sorry for being late.
5. When _____ (you/meet) Trevor for the first time?
6. It's the first time I _____ (eat) oysters.
7. Tamara _____ (always/want) travel in Latin America. Now she is in Costa Rica.

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8. I _____ (not/understand) what you mean although I _____ (listen) very attentively.
9. The prices _____ (go down) for the last 3 months.
10. We _____ (discuss) the final agreement when we _____ (learn) about the scandal over our partner's product quality.

<u>Make one complex sentence form the simple ones. Use linking words when required</u>

Example: Give us a 5% discount. We will buy 1000 items. – If you give us a 5% discount, we will buy 1000 items – or -we will buy 1000 items if you give us a 5 % discount.

The weather was really cold. He didn't put on the coat. – Although the weather was really c he didn't put on the coat. – Despite cold weather he didn't put on the coat.

1. You may require some further information. You should contact us without hesitation.

_____

_____

2. We will terminate our agreement. You have to pay within 5 days.

_____

_____

3. Prices for raw materials increased by 13% . We had to put up our prices.

_____

_____

LIVEWORKSHEETS

4. Our sales team is well trained. They managed to exceed the plan by a third.

_____

_____

5. The negotiations didn't go well. We still received a high discount for the first order.

_____

_____

Use the most appropriate idiom to complete the sentences. Make any necessary changes.

1) keep one's head above water
2) throw money down the drain
3) keep somebody in the loop
4) put somebody in the picture
5) keep somebody out of the picture
6) put something in a nutshell
7) be on the same page

1. I'm not sure that we will make a huge profit but at least we will be able to

_____

_____

_____

2. Before we move on let's make sure we

_____

_____ in terms of delivery.

3. I don't want Sara to have a slightest idea about our new endeavor. Just _____.

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4. Good luck with the new project and

   _____

   _____ .

5. I'm sure it won't work. You will simply

   _____

   _____.

6. Alright, if we

   _____,

   we will provide you with a 5% discount if you buy for over $ 5 m.

7. Finally you are here. We've already gone through some points. I will

   _____.

LIVEWORKSHEETS