

Working with Vocabulary

- 5** Listen and repeat the words in colour in A.
Then match them to their meanings in B. 

A

1. price
2. quality
3. payments
4. give a discount
5. out of stock
6. goods

B

- a. sums of money to pay over time
- b. items
- c. having no more, completely sold out
- d. offer for less money
- e. how good something is
- f. how much you pay for something

- 6 Listen and repeat the words in colour.
Then copy and complete the invoice using
the words below. 🎧

VAT ♦ Subtotal ♦ Price per unit ♦ Invoice
Quantity ♦ Delivery date ♦ Payment date

 You

PC LAND

COMPUTER HARDWARE SUPPLIES

Date: 16/2/2017

1. Number: 045637

TO: Hartington's IT Department

ITEM	2.	3.	TOTAL
Speakers	20	£21	£420
Microphones	21	£10	£120
Keyboards	6	£35	£210
4. :			£750
+ 5. : 20%:			£150
TOTAL			£900
Discount: 10%:			-£90
FINAL TOTAL:			£810

6. : 17th February

7. : 30 days from delivery

COMMENTS: Special delivery!

Sue is
Copy
and fil

7 Listen and repeat the words in colour. Then use them to complete the mini-dialogues. 🗣️

A account ♦ postage and handling charge it

Customer: Do I need to pay for ¹..... ?

Salesperson: No. That's included in the price.

Customer: Can I ²..... ?

Salesperson: Yes, madam, if you've already got an ³..... with us.

B cash ♦ shipping ♦ credit card ♦ cheque

Salesperson: There's a small charge for ¹..... the item direct to your home.

Customer: That's fine. What's the final total?

Salesperson: £375. Do you want to pay by ²..... ?

Customer: No, I haven't got my cheque book, and I certainly haven't got £375 in ³..... ! Could I pay by ⁴..... ?

Salesperson: Sure.

Your Turn

Sue is placing an order for computer supplies. Copy the form. Then listen to the conversation and fill in the missing information. 



To: IT Global
Account Number: 10034
Invoice Number: jan0736

Item	Quantity	Price per unit	Total
1.	10	£ 2.	£ 3.
Wi-Fi mice	25	£ 4.	£550
Keyboards	6	£40	£240
Subtotal			£ 5.
+ VAT: 20%			£228
TOTAL:			£1368
Discount: 10%			– £136.80
FINAL TOTAL:			£ 6.

Delivery date: 5th January