

a. Match the definitions to the words by writing the answer in the line:

Nomadic tribe / Middlemen / Shipment / Inventory

Run Low On / Showroom / Supply Chain

1. a large amount of goods sent together to a place, or the act of sending them _____

2. to have a small supply of something because the rest of it has already been used up _____

3. a room used to display goods for sale, such as appliances, cars, or furniture _____

4. people travel from place to place rather than living in one place all the time _____

5. a complete list of items such as property, goods in stock, or the contents of a building _____

6. a person who buys goods from producers and sells them to retailers or consumers _____

7. the sequence of processes involved in the production and distribution of a commodity _____

b. Read the paragraph and complete with "say/said" or "tell/told".

Say and tell are both used to report ideas or information that was expressed in spoken language. The most important difference between them is that with _____, you don't need to mention who the ideas or information were shared with, but with _____, you do.

For example, it's correct to say in past, "Amy _____ that she likes coffee," but it's not correct to say, "Amy _____ that she likes coffee."

c. Complete the conversations with "said" or "told".

Conversation A

- Yanin _____ the other day that she is from Queretaro.
- Didn't she say she is from Michoacan?
- No, Nancy _____ that.

Conversation B

- Eligio _____ me he has been working here since 1999.
- He _____ you that? I think you are confusing him with Dinora.
- Oh no, Dinora _____ she has been here since 1998, not 1999.

Conversation C

- Emmanuel _____ he is the newest worker here, he _____ me he joined 9 months ago.
- I thought Dani was the newest.
- No, she _____ she has been here for 3 years.

d. Organize the items by category. Write "H" for health, "W" for welfare and "S" for safety.

1. Drinking water _____
2. Suitable lighting _____
3. Clearly marked exits _____
4. Windows that can be opened _____
5. A clean workspace _____
6. Somewhere to take breaks _____

e. Complete the sentences with the missing words.

Much / Some / A little / A lot of
Not many / Any / A few / Any / Many

1. _____ employees cycle to work and get changed here
2. How _____ people use this facility?
3. There isn't _____ space for 20.
4. We also have _____ lockers along the wall outside
5. Are there _____ places for staff to go during their breaks?
6. This room has a table and _____ chairs
7. To be honest, _____ staff use it
8. It doesn't have _____ windows
9. Perhaps _____ paint on the walls might improve it

f. Complete the sentences with "too" or "enough".

1. It's ____ late to stop him.
2. Jerry was ____ young to watch the movie.
3. Have you got ____ money to buy me a drink?
4. There are ____ many people on this train, there's nowhere to sit.
5. You have ____ much money, give some to me.
6. You've done ____ work. You can stop now.
7. Your clothes are big ____ to fit me.
8. You've eaten ____ many of those cakes.

g. Write down an e-mail placing an order to a company. Make sure you include details such as: delivery, desired items, quantity, your company info, etc



The image shows a digital email interface. At the top, there are three circular icons (two blue, one grey) on the left and a blue circular icon with a white envelope symbol on the right. Below this is a light blue header bar. The main body of the email is a large light pink rectangular area. In the top-left corner of this area, there is a thin black rectangular box containing the text "From:" and "Subject:".