

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



From:

Subject: