

VOCAB AND GRAMMAR REVIEW



Organizations

1. Complete the extract from a company report with the best words.

ANNUAL REPORT

Alfitel is committed to creating and delivering value — value to its customers, value to its employees and value to the region. Our success in moving towards this goal is most evident in the financial 1_____ for this year. Our 2_____ at the close of the year was 140 million euros; that is an 3_____ of 12% over the previous year. This strong 4_____ in a rather difficult year for the economy shows the value of the service the company provides to its 5_____. It also shows the commitment of its staff to this goal. The pre-tax profit was 15.6 million euros, while the profit after tax was 8.8 million, which is 11% above that for the previous year. I would like to congratulate our staff on their outstanding 6_____ finally, we all thank you, the 7_____ for your continuing support of the company.

- | | | | |
|---|--------------|-----------------|-----------------|
| 1 | a) results | b) conclusions | c) statistics |
| 2 | a) revenue | b) cash flow | c) share |
| 3 | a) asset | b) increase | c) advantage |
| 4 | a) trend | b) benefit | c) growth |
| 5 | a) customers | b) buyers | c) workforce |
| 6 | a) turnover | b) subsidiary | c) performance |
| 7 | a) producers | b) shareholders | c) stockbrokers |

2. Complete the text with the correct form of verbs from the box. Use either the present simple or the present continuous tense.

| | | | | |
|------------|----------|-------|--------|------|
| coordinate | attend | go | have | know |
| prepare | speaking | think | travel | |

Sofia Grammatopoulos is Marketing Manager at Kayavis Food & Wine S.A., an expanding medium-sized business in Thessaloniki. She 1 *coordinates* the work of a team of three people. Kayavis 2_____ distributors in eleven countries in Europe and America, so Sofia often 3 _____ abroad. Next week, she 4 _____ to Canada to visit their new retail outlet. She 5 _____

Greek, English and Danish. At the moment she 6 _____ an intensive German course because the owner of Kayavis 7 _____ of opening a shop and a large restaurant in Munich. Sofia 8 _____ that she will have to work in Germany for six months, so she 9 _____ herself for her new assignment as best as she can.