

REVISION - TENSES

1. He was tired because he (not sleep) well.
2. If she (not have) time tomorrow, we'll meet the day after.
3. They (win) two tickets to Paris in a TV show last week.
4.(you finish) reading that book yet?
5. We can't afford (buy) a new car this year.
6. You should stop (smoke). It's bad for your health.
7. I'm looking forward to (meet) you.
8. She refused(answer) my emails.
9. When I met Ana at 11 o'clock, she (not have) breakfast yet.
10. If you need me, I (be) in the kitchen.
11. The waiter served something we (not-order).
12. My mother (teach) History. What your mother (do)?
13. He had an accident while he (drive) to work.
14. I don't live in London. I (only be) there once.
15. When I got to the garage, the mechanic (not repair) my car.
16. Cows (keep) on the farm
17. If Paul had a better job, he (not be) so unhappy.
18. A: (you write) to Sue lately? B: Yes, I (write) her a message yesterday.
19. Look out! You (stand) on my shoes!
20. I'd rather (stay) at home.



1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text suggests that organizations should implement robust systems to track every detail, from procurement to sales, to ensure that all data is reliable and accessible.

2. The second section focuses on the role of technology in modern business operations. It highlights how digital tools and software can streamline processes, reduce errors, and improve overall efficiency. The author argues that embracing technology is not just a luxury but a necessity for staying competitive in today's fast-paced market. Examples of various software solutions and their benefits are provided to illustrate this point.

3. The third part of the document addresses the challenges of managing a diverse workforce. It discusses the importance of effective communication and collaboration across different departments and cultures. The text offers practical advice on how to foster a positive work environment, resolve conflicts, and motivate employees. It also touches upon the need for continuous training and development to keep the workforce up-to-date with the latest industry trends.

4. The final section discusses the importance of strategic planning and vision. It encourages organizations to set clear, long-term goals and to develop a comprehensive strategy to achieve them. The text stresses that a well-defined vision can guide decision-making and help the organization navigate through uncertain times. It also mentions the importance of regular reviews and adjustments to the strategy as the business evolves.