1. **Choose the correct word in *italics* to complete the text.**

My company ¹*produces / products* specialized software for the film industry. Our ²*head / based* office is near San Francisco, but we also ³*specialize / operate* in Europe and the Far East where we have two ⁴*services / subsidiaries*. There are 450 ⁵*employs / employees* in the company. We ⁶*sell / sales* our ⁷*produce / goods* to companies like Dreamworks which ⁸*provide / make* animated movies. Our technology is very new, so we don't have many ⁹*competitors / companies*.

2. **Complete the sentences using a suitable word from 1 in the correct form.**

1 We have annual __*sales*__ of $25 million.
2 Not many _____ in the world have more than 100,000 employees.
3 Totalgaz is one of the _____ of Total Group.
4 We only sell these _____ in Europe and North America.
5 Where exactly is your company _____?
6 H&M _____ in good-quality clothes at low prices.
7 A lot of pizza restaurants _____ home delivery services.
8 The TATA Group _____ on all six continents.
9 We offer a wide range of consulting _____.
10 What exactly does your company _____?

3. **Match the jobs or organizations in the list to the people talking in 1-7.**

a customer   a supplier   a subcontractor
a consultant   a colleague   an employment agency
a training organization

1 If you want to leave early, I can finish that for you.
   a colleague
2 There are three new management courses starting next month. _____
3 We now have those chairs you ordered. I'll send them today. _____
4 I have two more CVs which look interesting for that sales job. _____
5 I'm afraid we can't accept any more work from you this month. _____
6 I'm interested in your products. Can you send me some more information? _____
7 I'll email you a report on Monday, and then we can talk about it. _____