

## Working with Vocabulary

- 5** Listen and repeat the words in colour in A.  
Then match them to their meanings in B. 

### A

1. price
2. quality
3. payments
4. give a discount
5. out of stock
6. goods

### B

- a. sums of money to pay over time
- b. items
- c. having no more, completely sold out
- d. offer for less money
- e. how good something is
- f. how much you pay for something

- 6 Listen and repeat the words in colour.  
Then copy and complete the invoice using  
the words below. 🎧

VAT ♦ Subtotal ♦ Price per unit ♦ Invoice  
Quantity ♦ Delivery date ♦ Payment date

 You

## PC LAND

COMPUTER HARDWARE SUPPLIES

Date: 16/2/2017

1. .... Number: 045637

TO: Hartington's IT Department

| ITEM             | 2. .... | 3. .... | TOTAL |
|------------------|---------|---------|-------|
| Speakers         | 20      | £21     | £420  |
| Microphones      | 21      | £10     | £120  |
| Keyboards        | 6       | £35     | £210  |
| 4. .... :        |         |         | £750  |
| + 5. .... : 20%: |         |         | £150  |
| TOTAL            |         |         | £900  |
| Discount: 10%:   |         |         | -£90  |
| FINAL TOTAL:     |         |         | £810  |

6. .... : 17th February

7. .... : 30 days from delivery

COMMENTS: Special delivery!

Sue is  
Copy  
and fil

**7 Listen and repeat the words in colour. Then use them to complete the mini-dialogues. 🗣️**

**A account ♦ postage and handling charge it**

Customer: Do I need to pay for <sup>1</sup>..... ?

Salesperson: No. That's included in the price.

Customer: Can I <sup>2</sup>..... ?

Salesperson: Yes, madam, if you've already got an <sup>3</sup>..... with us.

**B cash ♦ shipping ♦ credit card ♦ cheque**

Salesperson: There's a small charge for <sup>1</sup>..... the item direct to your home.

Customer: That's fine. What's the final total?

Salesperson: £375. Do you want to pay by <sup>2</sup>..... ?

Customer: No, I haven't got my cheque book, and I certainly haven't got £375 in <sup>3</sup>..... ! Could I pay by <sup>4</sup>..... ?

Salesperson: Sure.



## Your Turn

Sue is placing an order for computer supplies. Copy the form. Then listen to the conversation and fill in the missing information. 



To: IT Global  
Account Number: 10034  
Invoice Number: jan0736

| Item                | Quantity | Price per unit | Total            |
|---------------------|----------|----------------|------------------|
| 1. ....             | 10       | £ 2. ....      | £ 3. ....        |
| Wi-Fi mice          | 25       | £ 4. ....      | £550             |
| Keyboards           | 6        | £40            | £240             |
| Subtotal            |          |                | £ 5. ....        |
| + VAT: 20%          |          |                | £228             |
| TOTAL:              |          |                | £1368            |
| Discount: 10%       |          |                | – £136.80        |
| <b>FINAL TOTAL:</b> |          |                | <b>£ 6. ....</b> |

Delivery date: 5th January