B CD1.19 **Listen to the second part, where Susan talks about the reasons for the company's success, and complete these notes with one word in each gap.**

First reason for success: the .....[1]

- Health – desire to eat healthy .....[2]
- Convenience – .....[3]-poor
- Sustainability – low level of food .....[4]
- Indulgence – diet Monday to Friday, but have several pieces of cake on Friday night

Second reason for success: the way they .....[5] the business

- High-.....[6] business
- Produce hundreds of .....[7] of units
- Need to be very .....[8] in the way they produce them
- Invested heavily in .....[9] and processes

B CD1.21 **Listen to the final part and complete this extract.**

I've learned a lot of lessons from the companies I've worked for. I think the key thing is that you have to make sure your .....[1] in the organisation are engaged with the organisation and have a clear .....[2] of what that organisation is trying to .....[3].

If you can get that clarity of .....[4] and .....[5] from the people within the organisation, then that will help move the business forward in itself.

A **Complete these sentences with either the present simple or the present continuous form of the verbs in brackets.**

1 We normally hold (*hold*) our sales conference in Mumbai, but this year we ..... (*hold*) it in Delhi.

2 Although we ..... (*use*) our own sales representative at the moment, we generally ..... (*use*) agents in China.

3 Tatsuo ..... (*work*) for a financial magazine. At the moment, he ..... (*write*) an article on insider trading.

4 Usually our Sales Director ..... (*deal*) with important customers, but I ..... (*deal*) with all enquiries while she is on holiday.

5 I ..... (*come*) from Poland, but at the moment I ..... (*live*) in Germany.

6 John Lewis ..... (*want*) to continue with expansion this year.

LIVEWORKSHEETS

B **Complete the job advertisement below with either the present simple or the present continuous form of the verbs in the box.**

be	consider	employ	have	grow	look	need	offer	offer	prepare

Sales Manager

■ We ...are...[1] one of the largest mobile-phone retailers in Europe.
■ We .....[2] independent and impartial advice on mobile phones.
■ We .....[3] more than 800 stores in 10 countries, and we .....[4] fast.
■ We .....[5] over 3,000 workers. Currently, we .....[6] the next stage in our development, and we .....[7] for major growth outside Europe.
■ We .....[8] for people who are reliable, confident and enthusiastic. We .....[9] experienced people who want to work for an expanding company.
■ We .....[10] a competitive salary and private health insurance. We are willing to reward staff with attractive performance-based bonuses.

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LIVEWORKSHEETS