

1 Complete the words.

I am happy to say that the ¹m_____g of all our products now happens in our new ²f_____y in Malaysia. We're continuing to use our central ³w_____s in the UK and Australia, where we store a large quantity of products. This means that the ⁴l_____d t_____e remains the same – three to five days. Our ⁵c_____s want good-quality products at a good price – and the ⁶m_____s we use are now cheaper, but they continue to be very good quality. Product ⁷i_____n is also very important to be sure that the quality is always high. Finally, ⁸s_____g from Malaysia to our warehouses is cheaper, too, so we do not need to increase prices. As a result, the ⁹d_____d for our products is very high and sales are good.

2 Choose the correct words in the email.



From: Sales Director

To: All sales staff

Subject: Stock situation

Dear All,

Unfortunately, the ¹standard / custom models in our range are ²in / out of stock in some ³shops / factories. These will be ⁴in / out stock again in two weeks. Customers who are waiting for our special ⁵standard / custom models do not need to worry. We will deliver their orders on schedule.

Best wishes,

Robert Smith,

Sales Director

3 Complete the dialogue with the words in the box. There is one extra word.

automate negotiate outsource receive relocate review save work upgrade

A: Daniela, we need to ¹_____ expenses and think of ways to ²_____ energy.

B: Well, we can ask people to ³_____ remotely. Then we can ⁴_____ to smaller offices.

A: That's a good idea, Daniela. I like that.

B: And why don't we ⁵_____ with suppliers to see if we can get bigger discounts?

A: Good idea, too. And maybe we also need to ⁶_____ our technology so we can ⁷_____ more tasks. That will make us more efficient.

B: Yes, I agree with you. And there is one other thing we should think about. We could ⁸_____ work to that company in Brazil again. That worked well last year.