

## 4 Success

## VOCABULARY

Choose the correct prefix to complete each word in bold.

- 1 We finished **building** our new **multi- / ultra- modern** offices earlier this year.
- 2 The sales team **out / under performed** last year. We simply have to sell more, or we're going to have serious problems.
- 3 The government is going to **ex / de regulate** the **industry** next year.
- 4 We **over / mis spent** by about €100,000 last quarter, so we **need** to save money this quarter.
- 5 Hiram and I **re- / co- taught** a training session last month. He **talked** about sales, and I **talked** about marketing.
- 6 We're going to **re / de name** the product so it's more appealing to the new market.
- 7 I **mis / co- judged** Leon. I thought he was **doing** a terrible job, but this has been our most successful year.
- 8 With its fine workmanship and expensive materials, this range of furniture **under / out classes** the competition.
- 9 The **ex- / over director** predicted the company would **fail** when he left, but it **didn't**.
- 10 We have a truly **ultra / multi national** company, with staff from over 50 **different** countries.

## SKILLS

Complete the conversation below with the correct form of the words in the box.

ask be deliver give have increase leave lower make plan repeat say

Anton We'd like to place an **order** for 100,000.

Lo Chi If you .....<sup>1</sup> your **order**, we'll .....<sup>2</sup> you a bigger **discount**.

Anton By 12 April?

Lo Chi Sorry, could you .....<sup>3</sup> that?

Anton With a bigger **order** – more than 100,000 – can you make the **delivery date** of 12 April?

Lo Chi We can .....<sup>4</sup> by that **date**, providing we .....<sup>5</sup> the **order** today.

Anton I'm not sure.

Lo Chi If we .....<sup>6</sup> the **price**, would you be able to increase your **order** to 150,000?

Anton Are you .....<sup>7</sup> you have that quantity in stock?

Lo Chi Well, no, not today.

Anton So what you're saying .....<sup>8</sup> you can have 150,000 **ready** for 12 April, but you **don't** have stock today?

Lo Chi Yes, that's right.

Anton I want to .....<sup>9</sup> a question. How are you .....<sup>10</sup> to **produce** and **deliver** 150,000 in time for 12 April? The **shipping** will take at least three **days**.

Lo Chi Yes, I **hadn't** thought of that.

Anton I'd like to .....<sup>11</sup> a suggestion. I think we should .....<sup>12</sup> the **question** of quantity and come back to it later.