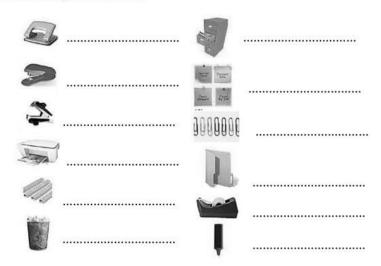
Amazon staff to return to office five days a week

Label the object in the office.



Use the words above to fill in the gaps.

•	Could you check if the	has enough paper before I send the next document?
•	l use	to remind myself of important tasks during the day.
•	Don't forget to empty the	before leaving the office.
•	Can you pass me some	to organize these papers?
•	We need more	to wrap the boxes for shipping.
•	I used the	to take out the staples from the old reports.

Write the words for the definitions.

•	: small pieces of metal used to fasten paper together when using a stapler
•	:a device used to punch holes in paper for filing
•	:a piece of office furniture with drawers for storing documents.
•	:a writing tool with a bright-coloured ink used to mark important text
•	:a container, often made of plastic, used to organize and store papers
•	:a piece of equipment that puts staples into paper to hold it together

mm 2024



	policy	being office	declared memo	collaborate return	still
a public health em	nergency. Sixte	en months later	r, many work	ers are	ope" an end to COVID-19 as working
The company has 2nd of January 20 decided that we'r	told its employ 025. Amazon C re going to ret	ees they must EO Andy Jassy turn to being i	y told staff ir	n a the way we we	to a five-day week from thethat: "We've ere before Covid." He said, brainstorm,
					s "more seamless" in the
	entribution nailbox	required history		nployees celerate	globally protest
workers at the co	of tell its em mpany's Seattle	ing Amazon ployees to be headquarters	about their in the office to	concerns. In for three days	o-office rule. Staff have a February 2023, Amazon a week. This caused many They walked out of their
in early 2023. And workers believe th	ther complaint at asking peop	was about Am le to commute	azon's to work will_		to climate change. The the climate crisis". to make complaints about

Connecting past and present II

1 Underline the correct words.

- 1 Yesterday I phoned/I've phoned the bank about our overdraft.
- 2 I work/I have worked here since the end of last year.
- 3 I work/I have worked from home one day a week.
- 4 I'm enjoying the conference. I made/I have made a lot of useful contacts.
- 5 I sawll've seen Hugh Hopper a few days ago he sends his regards.
- 6 We went/We have been to an interesting seminar last week.
- 7 Today has been/was really busy and it's only lunchtime!
- 8 Today has been/was really busy. It's 7 pm I'm going home.
- 9 I'm sorry but Patricia left/has left the office an hour ago.
- 10 Patricia? No, she isn't here right now. She left/has left the office.



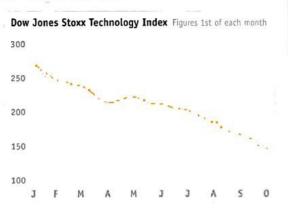
2 Put the verbs in brackets into either the present simple, past simple or present perfect.

	the company is doing very well. Last year sales <u>went up</u> (go up) 15%, and so far this year they have gone up (go up) another 12%.							
	Weand Colombia	(operate) all over Latin America. Recently wea.	(set up) branches in Peru					
3		(you/see) my laptop? I'm sure I (leave) it here earlier.						
4		(not look) like the right block. Are you sure we						
	yesterday.	(never/speak) to him, but I (speak) to his assistant on the phone						
6	1	(work) for WorldCom since last year, but now I	(want) to change jobs.					

Complete the text about technology stocks by putting the verbs into the correct form of the past simple or present perfect.

MARKET REPORT a rocky road for tech stocks

European investors 1 have watched (watch) US stock markets nervously over the last few months. The problems with US technology and telecomms stocks 2_ last March, and since then share prices at companies like Intel, HP and Apple 3 (crash). Over the summer all these giants 4_____ (announce) lower than expected profits, and investors fear that in the current economic climate demand for their products 5 (peak). Now it's the turn of European stocks, and on Monday stocks in Germany's SAP and Finland's Nokia 6______ (fall) sharply. SAP _ (be) down 4%. But there was some good news for investors yesterday. Capgemini 8______ (release) figures which showed that this year revenues 9_ _____ (rise) to €9,100 million, up from €8,700 million last year. In recent years Capgemini 10____ _____ (become) one of the leading players in the global IT services market, alongside IBM, EDS and Accenture. The company 11____



the way in the use of offshoring, often transferring work to countries such as India and Poland. This 12_ (improve) profitability as well as providing a wider range of options in the event of a sudden change in the market.

