

## BE5/BE Admin 1 – INTRODUCTION – USE OF TENSES

Dieter Schmit is Caferoma's Head of Sales. He's introducing himself and the company to the new sales recruits. Complete his speech with the **past simple** or **present perfect** forms of the verbs in brackets.

Good morning and congratulations for becoming a member of Caferoma's successful team. I'm Dieter Schmit, Head of Sales. First, I'll introduce myself and then I'll tell you a little bit about your new company.

I \_\_\_\_\_ (leave) the university 20 years ago, and then I \_\_\_\_\_ (go) to the United States. I \_\_\_\_\_ (join) Caferoma 15 years ago and \_\_\_\_\_ (work) in the Sales Department for 10 years. I \_\_\_\_\_ (become) Head of Sales last July and I \_\_\_\_\_ (not have) a holiday since then.

Caferoma \_\_\_\_\_ (be) the market leader for many years now. A year ago, we \_\_\_\_\_ (reorganize) our Sales Department and, since November, our turnover \_\_\_\_\_ (increase) by 12% and our share price \_\_\_\_\_ (rise) sharply because of our excellent results. In the last three months we \_\_\_\_\_ (cut) costs by almost 5%.

Bringing us up to date, last week Caferoma \_\_\_\_\_ (launch) an advertising campaign for a low-priced decaffeinated product. It will be your first job to sell this product.

