Working with words

1 Match 1–6 to a–f.

1 Our annual revenue is _d_
2 We're based ___
3 We operate ___
4 We produce ___
5 We specialize ___
6 We provide ___

a phone services.
b in many different countries.
c in phones for children under 12.
~~d €300 million.~~
e mobile phones.
f in the north of Italy.

2 Choose the correct words in *italics* to complete the text.

My company [1]*produces / ~~products~~* specialized software for the film industry. We are [2]*made / based* in San Francisco, but we also [3]*specialize / operate* in Europe and the Far East where we have two [4]*services / subsidiaries*. There are 450 [5]*revenues / employees* in the company. We sell our [6]*products / exporters* to companies like Dreamworks, which [7]*provide / produce* animated movies. Our technology is very new, so we don't have many [8]*competitors / companies*.

3 Complete the sentences using a suitable word from **2** in the correct form.

1 We have an annual _____*revenue*_____ of $25 million.
2 France is a big _____ of wine to other countries.
3 Totalgaz is one of the _____ of Total Group.
4 We only sell these _____ in Europe and North America.
5 Where exactly is your company _____?
6 H&M _____ in good-quality clothes at low prices.
7 A lot of pizza restaurants _____ home delivery services.
8 The TATA Group _____ on all six continents.
9 We offer a wide range of consulting _____.
10 What exactly does your company _____?

Business communication

1 Complete questions 1–6 with the words from the list. Then match the questions to responses a–f.

Who *What* *Why* *What* *Where* ~~*Can*~~

1 __*Can*__ I introduce myself? _e_
2 _____'s your name? ___
3 _____ are you from? ___
4 _____ do you work for? ___
5 _____ do you do? ___
6 _____ are you here in Tokyo? ___

a I'm in the food business.
b I have a meeting with a customer.
c A German car maker.
d Caroline Hook.
e Yes, of course.
f New York.

2 Complete the conversation with sentences a–i.

a Nice to meet you too, Gideon.
b Can I introduce you to her?
c And what do you do?
d Sorry, what's your name again?
e What about you?
f This is Rachel.
g So why are you at an international car show?
~~h Can I introduce myself?~~
i Nice to meet you.

Rachel Excuse me. Can I sit here?
Gideon Yes, of course.
Rachel Thanks very much. [1]_h_ I'm Rachel Steadman.
Gideon [2]___ I'm Gideon Lack.
Rachel [3]___ Where are you from?
Gideon I'm from Switzerland originally. But I live in the Czech Republic now. [4]___ Where are you based?
Rachel In Toronto.
Gideon And who do you work for?
Rachel Bos. It's an advertising agency. I'm here with Honda. It's one of our clients. [5]___
Gideon I'm a teacher of Greek literature.
Rachel That's unusual. [6]___
Gideon I'm here with my wife. She works for BMW. Ah, there she is now. [7]___
Rachel Yes, of course. That would be nice.
Gideon [8]___
Rachel Rachel. Rachel Steadman.
Gideon Ursula. [9]___ She works for an advertising agency in Canada.

LIVEWORKSHEETS