



FURTHER READING

1. Read and complete the text below using words from the box.

employs
produce

exports
started

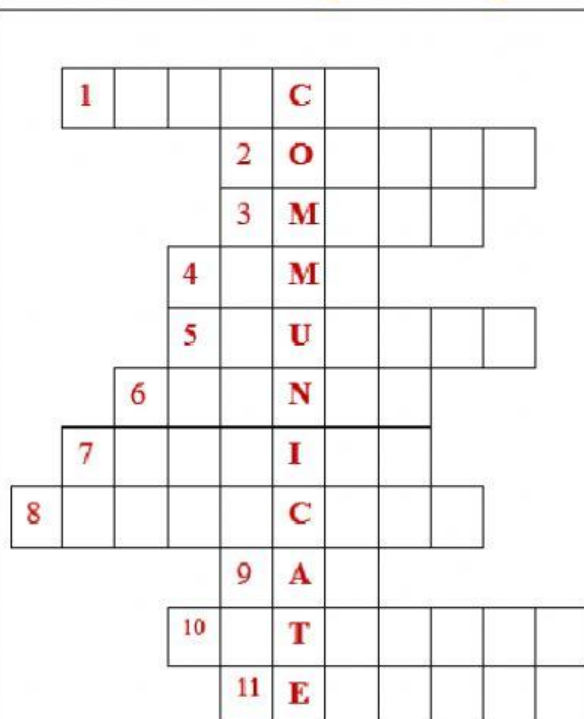
introduces
manufactures

supplies

ITS Electronics¹ electronic components. The company² the home electronics industry- companies that³ TVs, stereos, and so on. Takshashi⁴ ITS in 1989. The company⁵ about 90 people and⁶ to about 10 countries. ITS does its own research and development and⁷ six or eight new products each year.

2. Writing: Word puzzle about work

a. Use the clues to complete the puzzle.



1. A written public announcement (6 letters)
2. A phone you can carry around (6 letters)
3. To send a message electronically by computer (5 letters)
4. An informative document that is often sent between people in the same organisation. It is usually short. (4 letters)
5. For overnight delivery of important documents, you might use one of these (7 letters)
6. A list of the points to be discussed at a meeting (6 letters)
7. A location connected to the Internet with web pages about an organisation. (7 letters)
8. To make a photographic copy of a document onto paper. (9 letters)
9. To send a paper copy of a document on a machine that use a telephone lines.(3 letters)
10. A small lightweight computer. (8 letters)
11. Something you take when a person a caller wants to speak to isn't there. (7 letters)





Unit 3.3



FURTHER READING

b. Complete the sentences by rearranging the letters in capitals to form a word to do with work, as in exercise a.

a. They sent me an application form. **PLITACAIOPN**

b. They want two written _____; they suggest an employer and a teacher.

EFEERRNCSE

c. Well, they've invited me for an _____ next week. Can I borrow your suit?

ITEWRVNIE

d. His academic _____ are good but he doesn't have any previous _____. **UALIIOFQCATISN/PEERINCEX**

e. The job offers a _____ of 25, 000 a year. **SARAYL**