



## UNIT 3.2

### FURTHER READING



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

employs      exports      introduces      supplies  
 produce      started      manufactures

ITS Electronics .....<sup>1</sup> electronic components. The company .....<sup>2</sup>  
 the home electronics industry- companies that .....<sup>3</sup> TVs, stereos, and so on.  
 Takashashi .....<sup>4</sup> ITS in 1989. The company .....<sup>5</sup> about 90 people  
 and .....<sup>6</sup> to about 10 countries. ITS does its own research and development  
 and .....<sup>7</sup> six or eight new products each year.

#### 2. Writing: Word puzzle about work

##### a. Use the clues to complete the puzzle.

1				C		
2	O					
3	M					
4		M				
5		U				
6			N			
7				I		
8				C		
9	A					
10		T				
11	E					

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 uses 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**

