

VOCAB AND GRAMMAR REVIEW



Organizations

1. Complete the extract from a company report with the best words.

ANNUAL REPORT

Alfitel is committed to creating and delivering value — value to its customers, value to its employees and value to the region. Our success in moving towards this goal is most evident in the financial 1_____ for this year. Our 2_____ at the close of the year was 140 million euros; that is an 3_____ of 12% over the previous year. This strong 4_____ in a rather difficult year for the economy shows the value of the service the company provides to its 5_____. It also shows the commitment of its staff to this goal. The pre-tax profit was 15.6 million euros, while the profit after tax was 8.8 million, which is 11% above that for the previous year. I would like to congratulate our staff on their outstanding 6_____ finally, we all thank you, the 7_____ for your continuing support of the company.

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|---|--------------|-----------------|-----------------|
| 1 | a) results | b) conclusions | c) statistics |
| 2 | a) revenue | b) cash flow | c) share |
| 3 | a) asset | b) increase | c) advantage |
| 4 | a) trend | b) benefit | c) growth |
| 5 | a) customers | b) buyers | c) workforce |
| 6 | a) turnover | b) subsidiary | c) performance |
| 7 | a) producers | b) shareholders | c) stockbrokers |

2. Complete the text with the correct form of verbs from the box. Use either the present simple or the present continuous tense.

coordinate	attend	go	have	know
prepare	speaking	think	travel	

Sofia Grammatopoulos is Marketing Manager at Kayavis Food & Wine S.A., an expanding medium-sized business in Thessaloniki. She 1 *coordinates* the work of a team of three people. Kayavis 2_____ distributors in eleven countries in Europe and America, so Sofia often 3 _____ abroad. Next week, she 4 _____ to Canada to visit their new retail outlet. She 5 _____

Greek, English and Danish. At the moment she 6 _____ an intensive German course because the owner of Kayavis 7 _____ of opening a shop and a large restaurant in Munich. Sofia 8 _____ that she will have to work in Germany for six months, so she 9 _____ herself for her new assignment as best as she can.