

## REVISION

Select the most appropriate option

1. I always come to the office early \_\_\_\_\_ the morning as our partners from India of almost two hours ahead of us.  
a) in                                      b) on                                      c) at
2. \_\_\_\_\_ you receive a 10% discount, we won't be able to keep our heads above water.  
a) Unless                                      b) Should                                      c) If
3. The share of western suppliers \_\_\_\_\_ dramatically over the last two years.  
a) shrank                                      b) shrunk                                      c) has shrunk
4. \_\_\_\_\_ any job offers recently?  
a) Do you receive                                      b) Did you receive                                      c) Have you received
5. A company success on the market heavily depend \_\_\_\_\_ how well its supply chain operates.  
a) on                                      b) of                                      c) from
6. Regardless \_\_\_\_\_ your prices you can remain attractive for your target audience if you product is unique.  
a) on                                      b) of                                      c) from
7. Currently we \_\_\_\_\_ new market opportunities.  
a) are exploring                                      b) explore                                      c) have been exploring
8. I am writing with reference to your email \_\_\_\_\_ 17 September.  
a) on                                      b) from                                      c) of
9. Their share price plunged when they \_\_\_\_\_ a new disruptive technology.

a) developed    b) have developed    c) were developing

10. We are going to raise prices \_\_\_\_\_ 5% at the end of this year.

a) by                      b) at                      c) on

Put the words in brackets in the correct form.

Example: We \_\_\_\_\_ (significant) improved our product quality. – *We significantly improved our product quality.*

We \_\_\_\_\_ (introduce) new employment practices recently – *We have introduced new employment practices recently.*

1. We \_\_\_\_\_ (look for) a new supplier in order to ensure fast delivery of perishable products.
2. How long \_\_\_\_\_ (you/know) their CFO?
3. Food prices increased \_\_\_\_\_ (moderate) last month.
4. I \_\_\_\_\_ (forget) about the meeting. Sorry for being late.
5. When \_\_\_\_\_ (you/meet) Trevor for the first time?
6. It's the first time I \_\_\_\_\_ (eat) oysters.
7. Tamara \_\_\_\_\_ (always/want) travel in Latin America. Now she is in Costa Rica.

8. I \_\_\_\_\_ (not/understand) what you mean although I \_\_\_\_\_ (listen) very attentively.
9. The prices \_\_\_\_\_ (go down) for the last 3 months.
10. We \_\_\_\_\_ (discuss) the final agreement when we \_\_\_\_\_ (learn) about the scandal over our partner's product quality.

Make one complex sentence form the simple ones. Use linking words when required

Example: Give us a 5% discount. We will buy 1000 items. – If you give us a 5% discount, we will buy 1000 items – or -we will buy 1000 items if you give us a 5 % discount.

The weather was really cold. He didn't put on the coat. – Although the weather was really c he didn't put on the coat. – Despite cold weather he didn't put on the coat.

1. You may require some further information. You should contact us without hesitation.

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2. We will terminate our agreement. You have to pay within 5 days.

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3. Prices for raw materials increased by 13% . We had to put up our prices.

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4. Our sales team is well trained. They managed to exceed the plan by a third.

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5. The negotiations didn't go well. We still received a high discount for the first order.

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Use the most appropriate idiom to complete the sentences. Make any necessary changes.

- 1) keep one's head above water
- 2) throw money down the drain
- 3) keep somebody in the loop
- 4) put somebody in the picture
- 5) keep somebody out of the picture
- 6) put something in a nutshell
- 7) be on the same page

1. I'm not sure that we will make a huge profit but at least we will be able to

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2. Before we move on let's make sure we

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\_\_\_\_\_ in terms of delivery.

3. I don't want Sara to have a slightest idea about our new endeavor. Just \_\_\_\_\_.

4. Good luck with the new project and

\_\_\_\_\_  
\_\_\_\_\_.

5. I'm sure it won't work. You will simply

\_\_\_\_\_  
\_\_\_\_\_.

6. Alright, if we

\_\_\_\_\_,  
we will provide you with a 5% discount if you buy for over \$ 5 m.

7. Finally you are here. We've already gone through some points. I will

\_\_\_\_\_.