

1 Match 1–4 to a–d, then 5–7 to e–g to make sentences.

1 We employ ____
 2 We export to ____
 3 We produce ____
 4 Customers buy ____

a ... the Asian market.
 b ... our financial services from banks.
 c ... 6,000 people at our company, worldwide.
 d ... electronic components for computers.

5 We provide ____
 6 We sell ____
 7 We develop ____

e ... new technology for telecommunications.
 f ... training for our software.
 g ... our products to supermarkets.

2 Complete the email below with the correct form of the verbs from the list.

employ have produce work (not) sell export (not)

To: Klaudia@bme.cz
 From: s.field@bme.com
 Subject: New customer information

Hello Klaudia,

Here's some information about your new customer:

The company ¹ _____ computer components. It ² _____ 800 people in Europe. Its head office is in Toulouse. It ³ _____ to America, but it ⁴ _____ to most of Asia. We ⁵ _____ with their offices in the UK, but we ⁶ _____ contact with their factories in France and Italy.

Good luck with your meeting on Tuesday.

Sandy

1 Complete this email using the present continuous of the verbs in brackets.



Subject: new position questions / update

Hi Max,

Here's some information about the new position:

Talvinder can't take the new job because she

1 _____ (finish) her university studies. We

2 _____ (contact) some of the other applicants

from the interviews last week.

Janis 3 _____ (check) their qualifications again

and I 4 _____ (arrange) second interviews. We

5 _____ (not invite) applicants from abroad

– this takes too long.

I need some help from you with the interviews – do you have time or 6 _____ (you plan) the HR conference at the moment? Please let me know.

Regards

F

2- Choose the correct answer from the words in *italics*.

- 1 This week John **works / is working** on a big contract with Nike.
- 2 How often **does your company work / is your company working** with outside consultants?
- 3 Sorry I can't speak to you now, I **expect / 'm expecting** a call from our Paris office.
- 4 **Are you working / Do you work** very hard at the moment?
- 5 The Sales Director **uses / is using** this room every Tuesday.
- 6 I can't give you a decision at this time. The Sales Director **thinks / is thinking** about your proposal.
- 7 Hello, this is a message for Paul Timms. Paul,
I just leave / 'm just leaving now. I'll be with you in about ten minutes.
- 8 The main problem with my job is that it **doesn't involve / isn't involving** any contact with the customers.