

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.czFrom: 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 inToulouse. It ³ _____ to America, but it ⁴ _____ tomost of Asia. We ⁵ _____ with their offices in the UK, butwe 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.