

1 Write the correct word or phrase under each picture.

payments • price • invoice • payment date

1



2



3



4



2 Match A to B to form sentences.

Pay attention to the words and phrases in **bold**.

A

1. Pay cash and
2. We couldn't order those headsets
3. I only need one,
4. They haven't got any speakers,
5. We only sell
6. A box of 10 costs £24,
7. The price the sales assistant gave you

B

- a. so the **price per unit** is £2.40.
- b. the best **quality** peripherals.
- c. we will **give** you a **discount**.
- d. doesn't include **VAT**.
- e. so the **delivery date** won't be next week.
- f. because they're **out of stock**.
- g. not a large quantity

3 Circle the correct response.

1. Can I charge it?
 - a. Yes. Can you please tell me the number of your account?
 - b. Yes. The price includes VAT.
2. What comes after the subtotal in an invoice?
 - a. The quantity ordered.
 - b. VAT.
3. Can I pay by cheque?
 - a. Yes. The payment date is 30 days from delivery.
 - b. I'm sorry, we only accept cash or credit cards.
4. What goods are we expecting this week?
 - a. Keyboards and monitors.
 - b. Business and retail.
5. Does the price include postage and handling?
 - a. The price per unit is £4.50.
 - b. It will cost more if we're shipping the goods outside the US.

4 Circle TWO correct answers.

1. A maths problem can be ...
 - a. complicated
 - b. simple
 - c. user-friendly
2. This new laptop is ...
 - a. secure
 - b. portable
 - c. practical
3. We've got ... TV.
 - a. a wide-screen
 - b. an all-in-one
 - c. a high-resolution
4. That company only sells ... products.
 - a. built-in
 - b. top-of-the-range
 - c. dependable
5. Is this printer ... ?
 - a. superfast
 - b. flexible
 - c. reliable
6. Our new computer chairs are ...
 - a. ergonomic
 - b. sturdy
 - c. compact
7. This system is That's its big advantage.
 - a. complicated
 - b. user-friendly
 - c. flexible
8. Our ... PC cases fit in small spaces.
 - a. slimline
 - b. compact
 - c. powerful

5 Circle the correct answer to show you understand the word in *italics*.

1. We need to make our network more *secure* for **better protection** / **home use**.
2. It's *compact*. You need **very little** / **a lot of** space for it.
3. You **can** / **can't** remove the parts. They're *built-in*.
4. This is an *all-in-one* printer with a **scanner, copier and fax** / **no other functions**.
5. One of the components which makes a computer *powerful* is its **fan** / **processor**.

Say It!

Read the sentences and circle the correct response.

1. Can you recommend a good scanner?
 - a. The other scanner is more expensive.
 - b. These scanners are generally the best.
2. What quantity do you need?
 - a. We'll send out the order today.
 - b. I'll take one white one and three blue ones.
3. What's the price per unit?
 - a. They are £50 each before the discount.
 - b. I'll give you a 15% discount.
4. We're running low on USB chargers.
 - a. I'll order some more.
 - b. They aren't good quality.
5. I'd like to place an order, please.
 - a. It will be with you by tomorrow.
 - b. Certainly. What do you need exactly?
6. What's the best model?
 - a. This model has received really good reviews.
 - b. We've got three different models.