

VOCABULARY

7 People

Read these two descriptions, then tick (✓) the words below that best describe each person.

Ahmed Adib spends a lot of time on his work and he does a very good job. He also has a lot of new ideas. He likes to be on time for work and for meetings, but he's also usually very calm. He works very well, and he encourages other people to work well.

Elizabeth Martens always does what she promises to do. This is probably because she wants to reach the top in her career. She's very good at making things work, and she likes to do things for other people. In fact, she really likes to spend time with other people, and other people like to spend time with her.

	Ahmed Adib	Elizabeth Martens
ambitious	<input type="checkbox"/>	<input type="checkbox"/>
creative	<input type="checkbox"/>	<input type="checkbox"/>
hard-working	<input type="checkbox"/>	<input type="checkbox"/>
helpful	<input type="checkbox"/>	<input type="checkbox"/>
motivating	<input type="checkbox"/>	<input type="checkbox"/>
practical	<input type="checkbox"/>	<input type="checkbox"/>
punctual	<input type="checkbox"/>	<input type="checkbox"/>
relaxed	<input type="checkbox"/>	<input type="checkbox"/>
reliable	<input type="checkbox"/>	<input type="checkbox"/>
sociable	<input type="checkbox"/>	<input type="checkbox"/>

PAST SIMPLE:
NEGATIVES AND
QUESTIONS

Complete these sentences with **was**, **wasn't**, **were**, **weren't**, **did** or **didn't**.

- 1 Benoît born in France, he was born in Switzerland.
- 2 We play golf at the weekend because the weather was terrible.
- 3 you see Alfredo yesterday?
- 4 Elena and Piet in the office last week because they were at a conference in Tokyo.
- 5 How your holiday?
- 6 A: I saw Mikhail and Jenna at the conference yesterday.
B: they well?
- 7 the presentation good?
- 8 I meet Helena because she wasn't in the office.
- 9 The underground trains running yesterday because there was a strike.
- 10 A: I visited the Hamburg office last week.
B: Oh, good. you see Karl?

SKILLS

Complete the conversation below using the words from the box.

'll 'm 's do don't have is look need think

A: I¹ some training in accounting to² my job properly.

B: I³ sorry. It's just not possible.

A: It⁴ really important for me.

B: The problem⁵, we don't⁶ the money for this. Why⁷ you buy a self-study course?

A: OK, I⁸ take a look at one.

B: I think you should⁹ for one at an online bookshop.

A: OK, I'll¹⁰ about it.

8 Advertising

VOCABULARY

Complete the missing numbers.

- 1 four thousand, five hundred
- 2 36,589
- 3 eight hundred and thirty-nine thousand, two hundred and thirty
- 4 1,433,900
- 5 fourteen point six per cent
- 6 2,870
- 7 fifty-six thousand, eight hundred and one
- 8 217,418
- 9 five million, two hundred and eighty-four thousand, five hundred and sixty-six
- 10 98.3%

COMPARATIVES
AND
SUPERLATIVES

Look at these sales figures for three electronics retailers. Then complete the article below with the correct words and phrases from the box.

	Sales €m	% change
Teevee Land (38 shops)	27	+7
Planet Electronica (22 shops)	15	+15
EGS (10 shops)	16	+19

a little fewest lower more interesting much the most the most impressive

The three most popular electronics retailers performed well last year. If we look at the sales figures, we can see that Teevee Land's sales were¹ higher than its competitors', while Planet Electronica's sales were just² lower than EGS's. But the percentage change in sales is³ than the sales figures. Teevee Land, the company with⁴ shops, shows much⁵ growth than its competitors. It is, in fact, EGS, the company with the⁶ shops, which has⁷ growth in sales.