

## VOCABULARY

## 4 Success

Choose the correct prefix to complete each word in bold.

- 1 We finished building our new **multi- / ultra- modern** offices earlier this year.
- 2 The sales team **out / under performed** last year. We simply have to sell more, or we're going to have serious problems.
- 3 The government is going to **ex / de regulate** the industry next year.
- 4 We **over / mis spent** by about €100,000 last quarter, so we need to save money this quarter.
- 5 Hiram and I **re- / co- taught** a training session last month. He talked about sales, and I talked about marketing.
- 6 We're going to **re / de name** the product so it's more appealing to the new market.
- 7 I **mis / co- judged** Leon. I thought he was doing a terrible job, but this has been our most successful year.
- 8 With its fine workmanship and expensive materials, this range of furniture **under / out classes** the competition.
- 9 The **ex- / over director** predicted the company would fail when he left, but it didn't.
- 10 We have a truly **ultra / multi national** company, with staff from over 50 different countries.

## SKILLS

Complete the conversation below with the correct form of the words in the box.

ask be deliver give have increase leave lower make plan repeat say

- Anton We'd like to place an order for 100,000.
- Lo Chi If you .....<sup>1</sup> your order, we'll .....<sup>2</sup> you a bigger discount.
- Anton By 12 April?
- Lo Chi Sorry, could you .....<sup>3</sup> that?
- Anton With a bigger order – more than 100,000 – can you make the delivery date of 12 April?
- Lo Chi We can .....<sup>4</sup> by that date, providing we .....<sup>5</sup> the order today.
- Anton I'm not sure.
- Lo Chi If we .....<sup>6</sup> the price, would you be able to increase your order to 150,000?
- Anton Are you .....<sup>7</sup> you have that quantity in stock?
- Lo Chi Well, no, not today.
- Anton So what you're saying .....<sup>8</sup> you can have 150,000 ready for 12 April, but you don't have stock today?
- Lo Chi Yes, that's right.
- Anton I want to .....<sup>9</sup> a question. How are you .....<sup>10</sup> to produce and deliver 150,000 in time for 12 April? The shipping will take at least three days.
- Lo Chi Yes, I hadn't thought of that.
- Anton I'd like to .....<sup>11</sup> a suggestion. I think we should .....<sup>12</sup> the question of quantity and come back to it later.