

1 | Practice file

Working with words

1 Match 1–6 to a–f.

- 1 Our annual revenue is d.
- 2 We're based ____
- 3 We operate ____
- 4 We produce ____
- 5 We specialize ____
- 6 We provide ____

- a phone services.
- b in many different countries.
- c in phones for children under 12.
- ~~d €300 million.~~
- e mobile phones.
- f in the north of Italy.

2 Choose the correct words in *italics* to complete the text.

My company ¹*produces* / ~~*products*~~ specialized software for the film industry. We are ²*made* / *based* in San Francisco, but we also ³*specialize* / *operate* in Europe and the Far East where we have two ⁴*services* / *subsidiaries*. There are 450 ⁵*revenues* / *employees* in the company. We sell our ⁶*products* / *exporters* to companies like Dreamworks, which ⁷*provide* / *produce* animated movies. Our technology is very new, so we don't have many ⁸*competitors* / *companies*.

3 Complete the sentences using a suitable word from 2 in the correct form.

- 1 We have an annual _____ *revenue* _____ of \$25 million.
- 2 France is a big _____ of wine to other countries.
- 3 Totalgaz is one of the _____ of Total Group.
- 4 We only sell these _____ in Europe and North America.
- 5 Where exactly is your company _____?
- 6 H&M _____ in good-quality clothes at low prices.
- 7 A lot of pizza restaurants _____ home delivery services.
- 8 The TATA Group _____ on all six continents.
- 9 We offer a wide range of consulting _____.
- 10 What exactly does your company _____?

Business communication

1 Complete questions 1–6 with the words from the list. Then match the questions to responses a–f.

Who What Why What Where Can

- 1 Can I introduce myself? e
- 2 _____'s your name? ____
- 3 _____ are you from? ____
- 4 _____ do you work for? ____
- 5 _____ do you do? ____
- 6 _____ are you here in Tokyo? ____

- a I'm in the food business.
- b I have a meeting with a customer.
- c A German car maker.
- d Caroline Hook.
- e Yes, of course.
- f New York.

2 Complete the conversation with sentences a–i.

- a Nice to meet you too, Gideon.
- b Can I introduce you to her?
- c And what do you do?
- d Sorry, what's your name again?
- e What about you?
- f This is Rachel.
- g So why are you at an international car show?
- ~~h Can I introduce myself?~~
- i Nice to meet you.

Rachel Excuse me. Can I sit here?

Gideon Yes, of course.

Rachel Thanks very much. ¹h I'm Rachel Steadman.

Gideon ²____ I'm Gideon Lack.

Rachel ³____ Where are you from?

Gideon I'm from Switzerland originally. But I live in the Czech Republic now. ⁴____ Where are you based?

Rachel In Toronto.

Gideon And who do you work for?

Rachel Bos. It's an advertising agency. I'm here with Honda. It's one of our clients. ⁵____

Gideon I'm a teacher of Greek literature.

Rachel That's unusual. ⁶____

Gideon I'm here with my wife. She works for BMW. Ah, there she is now. ⁷____

Rachel Yes, of course. That would be nice.

Gideon ⁸____

Rachel Rachel. Rachel Steadman.

Gideon Ursula. ⁹____ She works for an advertising agency in Canada.