Working with Vocabulary

IC/IS VOCABULARY PRESENTATION

4 Match the words in A to their meanings in B.

A

1. price
2. quality
3. payments
4. give a reduction
5. run low on
6. run out of
7. delivery

B

.... a. sums of money to pay over time
.... b. not have any
.... c. how much you pay for something
.... d. not have much
.... e. offer for less money
.... f. how good something is
.... g. transport of items to a location

5 Complete the invoice with the words below.

subtotal • price per unit • invoice • payment date
quantity • discount • delivery date

Smithson Office Supplies

To: Lookgood Cosmetics

a. ..... Number: 0354

Date: 03/08/2022

Item	b.	c.	Total
Writing Pads	30	£0.40	£12.00
Staplers	5	£0.60	£3.00
Folders	5	£1.00	£5.00
	d.		£20.00
	e. ..... : 20%		– £4.00
		Total:	**£16.00**

f. ..... : 4th August

g. ..... : 30 days from delivery

Comments: Special delivery!

6 30 Complete the missing days of the week. Then listen and repeat.

Thursday • Tuesday • Sunday • Friday

Monday	1.	Wednesday
2.	3.	Saturday
4.		

7 31 Write the months of the year in the correct order. Then listen and repeat.

September • July • May • February • April
June • December • August • November
January • March • October

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....
7. .....
8. .....
9. .....
10. .....
11. .....
12. .....

Tip!

We write dates like this: 14th May, 22nd September, 21st December, etc.

But when we say them, we say the 14th of May, the 22nd of September, the 21st of December, etc.

8 Answer the questions by giving the correct date.

1. When is New Year's Eve?
2. When is New Year's Day?
3. What is the date before 1st May?
4. When is Easter this year?
5. When is your birthday?
6. When is Christmas Day?

Your Turn

Work in pairs.

Student A: You work for CoSam Chemicals and you are calling to order some office supplies. Use the information in the note on page 105.

Student B: You work in an office supplies shop. Ask and answer questions to complete the invoice on page 119. Use the price list to help you.



WORD LIST PLUS

Workbook, page 10

LIVEWORKSHEETS