

Unit 1: Vocabulary

Match 1 – 6 to a – f.

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|--------------------------------|-------------------------------------|
| 1. Our annual revenue is _____ | a. phone services. |
| 2. We're based _____ | b. in many different countries. |
| 3. We operate _____ | c. in phones for children under 12. |
| 4. We produce _____ | d. \$300 million. |
| 5. We specialize _____ | e. mobile phones. |
| 6. We provide _____ | f. in the north of Italy. |

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*.

Complete the sentences using a suitable word from the exercise above and put it into the correct form.

1. We have an annual _____ 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 _____?

Grammar: Present simple

Form:

Positive: Add -s or -es after the verb with *he / she / it*.

I / You / We / They ***specialize*** in Latin American music.

He / She / It ***specializes*** in high-tech products.

Negative: Use the auxiliary *do / does + not + verb*.

It ***doesn't produce*** software.

We ***don't produce*** mobile phones.

Questions:

1. With Yes/No-questions, use *do* and *does*, but don't change the form of the main verb (no -s or -es)

Does it ***have*** a subsidiary in China?

Do you ***have*** many competitors?

2. With question words (*who, what, where, when, why, how*), use *do* and *does* after the question word.

Where ***do*** you ***work***?

What ***does*** he ***want***?

3. To give a short answer to questions in the present simple, use the subject + ***does /do*** or ***doesn't /don't***.

Do you work for a multinational company?

Yes, I ***do***. / No, I ***don't***.

Does your company operate in South America?

Yes, it ***does***. / No, it ***doesn't***.

Exceptions:

1. The verb "***be***" is irregular.

I ***am***

You / We / They ***are***

He / She / It ***is***

2. In questions with "***be***", do not use ***do*** and ***does***.

Is he Spanish?

Where ***are*** the subsidiaries?

3. In negative sentences with "***be***", add ***not*** or ***n't***.

I ***am not*** from China.

They ***aren't*** in the company today.

Use:

1. To talk about facts or things which are generally true.

The company ***provides*** insurance services.

2. To talk about regular actions.

We ***have*** sales meetings every month.

Complete sentences 1 – 10 with the verbs from the box.

start	starts	work	works	is	are	specialize	specializes	have	has
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1. Our company _____ shops in Europe and Asia.

2. She _____ in Manchester today.

3. We _____ electronic toys for children.

4. The meeting always _____ at 2.30 p.m.

5. She _____ for an engineering company.

6. I usually _____ work at about 7 a.m.

7. We _____ one office in Paris.

8. He's a lawyer. He _____ in company law.

9. Most of our competitors _____ based in Europe.

10. I _____ in advertising.

Choose the correct words or phrases in *italics* to complete questions a – j. Then match the questions to answers 1 – 10 in the exercise above.

- a. What *do / does* you specialize in? _____
- b. What *do / does* your wife work for? _____
- c. *Have you / Do you have* an office in France? _____
- d. Where *be / is* she? _____
- e. What *do / does* you do? _____
- f. Where *be / are* your competitors? _____
- g. Where *has / does* your company operate? _____
- h. When do you *arrive / arrives* at the office? _____
- i. What time *do / does* the meeting start? _____
- j. What *is / does* he do? _____

Complete the missing words. The last letter of each word is given.

1. A: _____ (s) your head office in London?
B: No, our company _____ (t) British, it's American.
2. I'm sorry, but we _____ (t) have a sales office in the Middle East.
3. What sort of products _____ (s) your company sell?
4. A: He _____ (t) work in Munich any more.
B: Really? So why _____ (s) he have a flat there?

- | | |
|--------------------|--------------------------------|
| 2. helpful | advice / staff / phone |
| 3. reliable | value / car / staff |
| 4. good | quality / value / reliable |
| 5. popular | product / money / film |
| 6. really | quality / original / expensive |

Grammar: Past simple

Form:

Positive: Add -ed to the infinitive of **regular verbs**.

We ***started*** work at 7.00 yesterday.

Add -d to the infinitive of **regular verbs** ending in -e.

She ***lived*** in Switzerland.

Change the -y to -i and add -ed to **regular verbs** ending in consonant + y.

He ***tried*** to find a new job.

Do not change -y to -i and only add -ed to **regular verbs** ending in vowel + y.

They played football together yesterday afternoon.

Double the final consonant of short **regular verbs** ending in vowel + consonant.

I ***stopped*** the car.

Many verbs are irregular. Irregular verb forms do not end in -ed. For example:

become – became

meet – met

build – built

say – said

do – did

speak – spoke

go – went

spend – spent

get – got

tell – told

have – had

write – wrote

Negative: Put *didn't* before the infinitive of both regular and irregular verbs.

I *didn't* want to be late for the meeting.

They *didn't* see the manager.

Questions:

1. Put *did* before the subject and the infinitive of both **regular** and **irregular verbs**.

When *did* they *arrive*?

Where *did* you *go*?

Did he *come* to your office a few days ago?

2. To give a short answer to **yes / no questions** in the past simple, use the subject + *did* / *didn't*.

Did he email you yesterday? Yes, *he did*. / No, *he didn't*.

Exceptions: The verb *“be”* does not use the auxiliary verb *“did”* to form the negative or questions.

The manager *wasn't* in the office yesterday.

Were the products user-friendly?

Use:

1. Use the past simple to describe a finished action in the past.

The *sent* the parcel on Monday, but it *didn't arrive* until Friday.

2. Words and phrases we often use with the past simple are: *yesterday, last week, last year, in 2015, five years ago*, etc.

Complete the text using the correct past simple form of the verbs in brackets.

The man behind the World Wide Web

Tim Berners-Lee (1) _____ (be) born in London, England, on June 8th 1955. He (2) _____ (study) physics at Oxford University, where he (3) _____ (build) his first computer. He (4) _____ (have) several jobs before he (5) _____ (become) an independent consultant. During this time, he (6) _____ (spend) six months in Geneva, Switzerland, where he (7) _____ (write) his first program for storing information. He (8) _____ (call) the program 'Enquire', but he (9) _____ (not publish) it. In 1990, he (10) _____ (start) work on the World Wide Web, which (11) _____ (make) its first appearance on the Internet in 1991.

In 1994, Tim (12) _____ (create) the World Wide Web Consortium at the Massachusetts Institute of Technology. Today, this consortium coordinates web development worldwide.

Complete questions 1 – 8.

1. What time _____?

They arrived at nine o'clock.

2. Where _____?

We had lunch in the staff canteen.

3. Who _____ at the conference?

I saw our colleagues from the Buenos Aires office.

4. Why _____ the meeting?

He left the meeting because he had an urgent phone call.

5. Which hotel _____ at?

They stayed at the Hilton.

6. When _____ the company?

She joined the company last year.

7. How long _____ with the visitors?

I spent all day with them.

8. How many emails _____?

We sent about a hundred.

Choose the correct verb forms in *italics* to complete sentences 1 – 6.

1. I usually *arrive* / *arrived* at 8 a.m., but yesterday my train *is* / *was* late.

2. He *works* / *worked* at home most of the time, but he *comes* / *came* to the office last week.

3. She *isn't* / *wasn't* there yesterday evening. Maybe she *doesn't* / *didn't* know there was a meeting.

4. In general, they *don't / didn't* go on holiday, but last summer they *decide / decided* to go to Costa Rica.

5. I *don't / didn't* like his presentation yesterday. He usually *speaks / spoke* much better.

6. She *doesn't / didn't* come here very often, so I *am / was* surprised to see her last week.

Describing Trends (Graphs)

Complete the tables with suitable words.

VERB	NOUN
to rise	
	a fall
	an increase
to decrease	
to improve	
	a recovery

ADJECTIVE	ADVERB
slight	
	sharply
dramatic	
steady	

Choose the correct words in *italics* to complete the report.

Sales began the year at 30,000 units in January and increased *slight / slightly* to 32,000 units in February. There was a *sharp / sharply* rise *to / by* 38,000 in March due to the introduction of a new price discounting scheme. This was followed by a *slight / slightly* fall in April when sales dropped

to 36,000 units. Our competitors launched a rival product in the spring and this resulted in a *dramatic / dramatically* fall to 25,000 in May. But we ran a summer advertising campaign and sales increased *steady / steadily* by 2,000 units a month throughout June, July and August until they stood *in / at* 33,000 in September. The *dramatic / dramatically* rise to 45,000 in October resulted *in / from* the launch of our new autumn range. But then we experienced problems meeting demand and sales fell *sharp / sharply* in November and remained *steady / steadily* at 39,000 in December.

There is one mistake in every sentence. Find the mistake and correct it.

1. Our supplier's prices increased at 7% last month.
2. Their market share remained steadily between 2003 and 2007.
3. There was a sharp increase on sales last year.
4. We hope to achieve a steadily growth in sales.
5. Sales stayed in 10 million dollars last year.

Look at these descriptions of the graphs. The first sentences contain adjectives and nouns.

Complete the second ones using verbs and adverbs.



1. There was a dramatic fall in the Nikkei Index in 1992.
The Nikkei Index _____ in 1992.
2. There was a slight increase in the number of times Mrs. Thatcher was mentioned in 1991.
The number of times Mrs. Thatcher was mentioned _____ in 1991.
3. There was a steady rise in GPD in the Philippines from 1986 to 1988.
GPD in the Philippines _____ from 1996 to 1988.

Here are some more sentences describing the graphs. This time fill in the blanks with adjectives and nouns.

1. When Mrs. Thatcher lost power, the number of times she was mentioned fell dramatically.
When Mrs. Thatcher lost power, there was _____ in the number of times she was mentioned.
2. The Philippines growth rate decreased sharply in 1990.
There was _____ in the Philippines growth rate in 1990.
3. The Nikkei Index rose dramatically in September 1992.
There was _____ in the Nikkei Index in September 1992.

Read the situation below and choose the best answer to complete the business email.

Suppose you were Boonyapa Jacobs working as a secretary to Mr. David Browns, the Sales Manager of Galaxy Trade Group. You are assigned to find a venue for the company's sales conference held on 20 April 2022. You found the information of an interesting hotel called Sweet Hotel from www.hotelfinding4u.com, and contacted the hotel for its brochure. Write a brief information about the place and email your boss at david@galaxy.com. Don't forget to copy (cc) Mr. Kevin Bradley, the Assistant Sales Manager on the email. His email address is kevin@galaxy.com, and attach the hotel brochure with your email. Choose the most suitable answers to complete the business email given below.

From:	<u>boonyapa@galaxy.com</u>		
To:	____ (1) ____		Show BCC:
CC:	____ (2) ____		
Subject:	Venue for the Company's Sales Conference		Plain Text
Attached:	 ____ (3) ____		
  			

____ (4) ____,

I am writing in ____ (5) ____ with the ____ (6) _____. As assigned to look for a place for holding our company's sales conference, I found an attractive hotel called Sweet Hotel from www.hotelfinding4u.com, and already contacted the hotel for its brochure. I think it is a very attractive hotel and it fits our company's corporate image. Moreover, the hotel is well-known for its conference room setup and support services.

____ (7) ____ you a hotel brochure with this email for your further decision about room types and setup styles

____ (8) ____ if you require any further details on this matter.

____ (9) ____,

Boonyapa Jacobs

____ (10) ____

Galaxy Trade Group

Phone: 467-8767-990

www.galaxytradegroup.com

- | | | |
|-----|---|--|
| 1. | 1. Mr. David Browns
3. <u>david@galaxy.com</u> | 2. Mr. Kevin Bradley
4. <u>kevin@galaxy.com</u> |
| 2. | 1. <u>david@galaxy.com</u>
3. <u>www.galaxytradgroup.com</u> | 2. <u>www.hotelfinding4u.com</u>
4. <u>kevin@galaxy.com</u> |
| 3. | 1. sales_conference.pdf
3. galaxygroup.pdf | 2. hotel_brochure.pdf
4. hotelfinding4u.pdf |
| 4. | 1. Dear David
3. Dear all | 2. Hello David
4. Dear Mr. Browns |
| 5. | 1. response
3. connection | 2. reply
4. regard |
| 6. | 1. venue for the company's sales conference
2. company's sales conference held on 20 April 2021
3. carbon copy to Mr. Kevin Bradley, the Assistant Sales Manager
4. information of an interesting hotel from <u>www.hotelfinding4u.com</u> | |
| 7. | 1. Please find attached
3. The hotel has attached | 2. I'm sending
4. Mr. Kevin is attaching |
| 8. | 1. Thank you for your assistance
3. Do not hesitate to contact me | 2. Let me know
4. Have a nice weekend |
| 9. | 1. Best
3. Warm regards | 2. Regards
4. Yours faithfully |
| 10. | 1. Sales Manager
3. Secretary to Assistant Sales Manager | 2. Secretary to Sales Manager
4. Assistant Sales Manager |