

1 | Practice file

Working with words

1 Match 1–6 to a–f.

- 1 Our annual revenue is d
- 2 We're based e
- 3 We operate f
- 4 We produce a
- 5 We specialize b
- 6 We provide c
- 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 producer of wine to other countries.
- 3 Totalgaz is one of the subsidiaries of Total Group.
- 4 We only sell these products in Europe and North America.
- 5 Where exactly is your company based?
- 6 H&M operates in good-quality clothes at low prices.
- 7 A lot of pizza restaurants provide home delivery services.
- 8 The TATA Group competes on all six continents.
- 9 We offer a wide range of consulting services.
- 10 What exactly does your company produce?

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 What's your name? a
- 3 Where are you from? f
- 4 What do you work for? b
- 5 Why do you do? c
- 6 Who are you here in Tokyo? d

- 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 ²a I'm Gideon Lack.

Rachel ³f Where are you from?

Gideon I'm from Switzerland originally. But I live in the Czech Republic now. ⁴b 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. ⁵c

Gideon I'm a teacher of Greek literature.

Rachel That's unusual. ⁶d

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

Rachel Yes, of course. That would be nice.

Gideon ⁸i

Rachel Rachel. Rachel Steadman.

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

Language at work

GRAMMAR REFERENCE

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 Use *do* and *does*, but don't change the form of the main verb (no -s).

Does it have a subsidiary in China?

Do you have many competitors?

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

Where do you work?

What does he do?

- 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'm 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.
- 3 Do not use the present simple to talk about actions in progress at this moment. Use the present continuous for this (see page 109).

- 1 Complete sentences 1–10 with the verbs from the list.

start starts work works is are specialize specializes have has

- 1 Our company has shops in Europe and Asia.
2 She _____ in Manchester today.
3 We _____ in 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.

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

- a What *do* / ~~*does*~~ you specialize in? 3
b Who *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? ____

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

- 1 A Is your head office in London?
B No, our company isn'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?
5 They _____ 't in the company today. They're on a business trip.
6 I _____ 't know how many employees they have.