

PRACTICE

I Synonyms – Give the most suitable synonym for given words or expressions:

1. omit _____
2. grumble _____
3. roughly _____
4. union _____
5. transnational company _____
6. pollution _____

II Circle the correct answer

1. Globalization has brought many _____ to advanced countries.
a) uses b) benefits c) goods
2. You have so much to do. You could _____ if you work every day, two shifts, with no drawbacks.
a) catch up b) break down c) fall behind
3. Some people always _____ time at meetings and never do what they are supposed to.
a) waste b) wait c) negotiate
4. I just have to _____ the presentation _____ for the next week. I haven't finished it.
a) put /off b) break/down c) take/on
5. For example, 85% of global tea trade is controlled _____ just a few companies.
a) of b) by c) with
6. The Internet and email mean that people can _____ knowledge.
a) share b) take c) delegate
7. Many successful managers don't like to be seen in _____. They prefer to live out of the limelight.
a) public b) audience c) listeners
8. The British wait in lines patiently and they sometimes _____ with each other while waiting.
a) chat b) grumble c) tip

III Read the given email. Give a proper reply, including suitable introduction, salutation, and all parts needed to make it businesslike. You **have to** use at least 70 words. The additional information has been given to you.

To: Mr Smith
From: Tim Robins
Subject: Business prospects

Dear Mr Smith,
I am the Manager of the Heath Ltd company situated in London.
We are willing to make a business contact with your firm and try to improve our business with this cooperation. We have been working in computer service for the past 15 years. We make projects, designs, scripts, all kinds of PC programs.
If you are interested, please, let us know about your main needs.
We can email you the list of prices and terms of our work.

It would be great if we could have a meeting concerning these details next week.

If you need any information, feel free to contact us.
We look forward to hearing from you.

Best regards,
Tim Robins

Information for answering the email:

- ✓ John Smith, an executive manager of Mack Ltd, Oxford, work with statistics
- ✓ Need a new computer system
- ✓ Want to pay in installments
- ✓ Ask for references, prices
- ✓ Offer the date and time for a meeting