VOCABULARY

A) Tick the words and phrases that refer to a person or people.
1) colleague _ ✓ __
2) employee _✓ __
3) manager _✓ __
4) opportunity ___
5) report ___
6) skills ___
7) staff ✓ __
8) survey ___
9) team ✓ __
10) working conditions ___

B) Complete these compound nouns.
1) sports centre
2) postm_an__
3) car pa_rk__
4) airli_ne__
5) video sh_op__
6) language tea_cher__
7) credit ca_rd__
8) sea be_d__
9) webpa_ge__
10) newspa_per__
11) lampsh_ade__
12) pop gr_oup__
13) shellfi_sh__
14) textbo_ok__
15) shopke_er__

C) Read the definitions and then complete the words.
1) to take something to a place
   to deliver
2) a business that sells things to the public
   a retailer
3) to provide something
   to supply
4) to bring something into your country
   to import
5) to send something to another country
   to export
6) someone who purchases something
   a buyer
7) a famous make of a product
   a brand
8) a business that makes things
   a manufacturer
D) Complete the questions with the words in the box.

<table>
<thead>
<tr>
<th>deliver / delivery / discount / much / offer / order / pay / price / time</th>
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| Cost 1) How much would you like to _pay______?  
2) How _much______ are they per item?  
3) What’s the _price______ per item?  
Delivery 4) What’s the normal delivery _time______?  
5) We need _delivery______ in two weeks. Can you do that?  
6) When would you like us to _deliver______?  
Quantity and discounts 7) How many would you like to _order______?  
8) Can you __offer______ me a discount?  
9) What _discount______ can you offer?  

KEY LANGUAGE (Negotiating)

A) Read the negotiation between Richard and Lu Han and answer the questions.

1) What is Lu Han selling?  
_Digital Cameras_  
2) How many does Richard offer?  
_2,000_  
3) What is the final delivery time?  
_three weeks_  

B) Complete the text with suitable words.

LU HAN: We’re offering a great deal on digital cameras at the moment. It’s the SLR300 model.  
RICK: I see. How much are they per item?  
LU HAN: Well, for you, how about $153 each?  
RICK: $153? That _seems______ rather high. I mean, it’s not a famous brand, is it?  
LU HAN: Really? I see. How much would you like to pay?  
RICK: About $100.  
LU HAN: Well, I’m not _sure____ that we can go that low, but we can offer you discount. We can only offer a five percent discount on 1,000, but _if______ you order 2,000, we can offer 20 percent.  
RICK: I see. That might be difficult. I’m not sure that we can sell 2,000. What about _if______ we order 1,500?  
LU HAN: Well, then we can give you a 12 percent discount.  
RICK: Hmm, that’s still a _bit______ low. How about 18 percent?  
LU HAN: Eighteen percent? I’m _afraid____ we can’t offer that.  
RICK: Really? Well, okay then, I’ll order 2,000 with the 20 percent discount.  
LU HAN: Excellent news, a good decision. So, the final price is $122.40.
RICK: __Shall________ we call it $120? Keep it a round number, and we have ordered the music players already.
LU HAN: That _sounds______ fine. $120 per item it is, then.
RICK: Great, now, we need delivery in two weeks.
LU HAN: Two weeks? I’m afraid we __can’t_________ do that. How about three weeks?
RICK: Okay, __that’ll_________ be fine.
LU HAN: Okay then. So, you order 2,000 SLR300 digital cameras __at________ $120 per item, and we deliver in three weeks. Is that a deal?
RICK: That’s a __deal________.

GRAMMAR

A) Two women are talking about the strange things they used to do when they were teenagers. Complete the conversation. Use ‘used to’ and the verbs in the box.

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<tr>
<th>do (x2) / sit / buy / have / wear / iron / take</th>
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Leslie: Isn’t it hard to believe some of the crazy things we ..........used to...................?
Hillary: It sure is. Just think about jeans. Remember how tight we …used to wear.......... them.
Leslie: I sure do. ......Did..................... you.....use to sit..................... with your new jeans on in hot bath water to make them shrink.
Hillary: No, but I …used to buy....... jeans that had patches all over them, and that is not all. ..Did..... you ......use to iron.................... your hair to make it straight?
Leslie: No, I didn’t. But ....did ............... you …use to take............... your brand-new sneakers and purposely get them dirty?
Hillary: I sure did. Everyone ...used to do............... it.
Leslie: We really ....used to have.................... fun, didn’t we?
Hillary: We sure did.

B) Rewrite the sentences with ‘used to’.

1) My father had long hair when he was young, but now he has short hair.  
   **My father used to have long hair.**
2) I played basketball when I was at university, but now I have no time to play it.  
   **I used to play basketball.**
3) My uncle was a taxi driver from 1995 to 2005. He works in a bank now.  
   **My uncle used to be a taxi driver.**
4) Our neighbours lived in Dubai for a long time, but they live here now.  
   **Our neighbours used to live in Dubai.**
5) Ian wore glasses when he was a child, but he doesn’t wear glasses now.  
   **Ian used to wear glasses.**
6) That building was a restaurant ten years ago, but now it’s a hospital.  
   **That building used to be a restaurant.**
C) Complete these sentences with a passive form of the verb.

1) Gold, diamonds, and valuable metals such as platinum __are mined___ in South America. (mine)
2) Tourists __are attracted________ by the wonderful landscapes are wildlife. (attract)
3) About a million people __are employed________ in the tourist industry in South Africa. (employ)
4) How much gold __is exported____________ to Europe? (export)
5) Ships, building materials and electronic equipment __are produced______ here too. (produce)
6) Fortunately, the city __is not affected________ by pollution. (not affect)
7) When __is the fruit flown____________ from South Africa to Europe? (fruit, fly)
8) Where __are these products sent_________________? (these products, send)
9) More gold __is bought____________ in the European Union than anywhere else in the world. (buy)

D) Put the verbs in brackets into the correct active or passive tense.

Wine is 1)...made..................(make) all over the world, but no two wines ever taste the same. Wine has three main ingredients: water, sugar and alcohol, and 2)...come...........(come) in three colors: red, rose and white.

To make wine, grapes 3)...are grown...........(grow) in vineyards. While they 4)...are...................(be) ripe, they 5)...are harvested...........(harvest) and 6)...crushed...............(crush). Then, sulphur dioxide 7)...is added...........(add) to the crushed grapes, and they 8)...are left..........(leave) in large barrels to ferment.

During fermentation, the temperature must be controlled and air must be kept out of the barrels. When the fermentation process is finished, the wine 9)...is extracted...........(extract). Then after it 10)...is purified...........(purify), it 11)...is put.............(put) into bottles.

Bottled wine should always be stored at the right temperature and protected from light. It should also not be moved. The reason for looking after wines so carefully is that some wines not only taste better as they 12)...become...........(become) older, but they also 13)...increase...............(increase) in value.

E) Rewrite the following sentences using ‘Simple Present Passive’ or in active voice.

1) You are not allowed to smoke in here.
   __Smoking is not allowed in here.

2) People speak hundreds of languages in India.
   __Hundreds of languages are spoken_________________ in India.

3) The dishes are washed by Thomas.
   __Thomas washes the dishes__________________

4) Human beings destroy the rainforests.
   __The rainforests are destroyed by human beings__________________

5) The bills are paid by my father.
   __My father pays the bills__________________

6) The scientists catch the butterflies with a net.
   __The butterflies are caught with a net by the scientists__________________

7) A liquid is put in the lake by the fishermen.
   __A liquid is put in the lake by the fishermen__________________

8) Two dogs are walked by the girl every day.
   __The girl walks two dogs every day__________________