**VOCABULARY**

1. **Complete the text with the words in the box.**

|  |  |  |  |
| --- | --- | --- | --- |
| colleagues | decided | employees | full time |
| holidays | husband | levels | manage |
| spend | uncertain | valuable | women |

|  |
| --- |
| **TIME FOR A CHANGE?** Are you tired of travelling to the office every day? Are you bored with your \_COLLEAGUES\_? Do you hate your boss? Then perhaps working for yourself is the answer. Professor Simon Parker from Durham University looked at information about both employed and self-employed people in the UK and the USA in the 1990s. He found that people who run their own business enjoy high \_\_LEVELS\_ of job satisfaction. This is because of the flexibility and independence that working for themselves gives them. The ability to organize their own working hours is more \_\_VALUABLE\_ to them than earning a lot of money. However, they usually work longer hours than employees. The survey showed that, on average, self-employed men work between 54 and 56 hours a week. Male \_\_EMPLOYEES\_ work about 44 hours. \_WOMEN\_ who run their own businesses work about 17 hours a week more than female employees. Self-employed women work 47 hours a week, while female employees work about 30. Professor Parker said that people who run their own businesses worked longer hours because their financial situation is more \_UNCERTAIN\_ . About one in ten people in Britain is now self-employed. Annette Fishburn used to earn £40,000 a year when she had a \_\_FULL-TIME\_ job. She used to run training courses for small businesses. A year ago, she \_\_DECIDED\_ to become self-employed and started her own travel business. Her company, Spirit Lifestyle organizes \_\_HOLIDAYS\_ to Umbria in Italy. She now pays herself £25,000 a year. She sometimes works 100 hours a week, but she insists that it’s worth it. ‘ Although some days I work for 16 hours, other days I can go and meet a friend for coffee or go shopping.’ She says that she’s able to \_\_MANAGE\_ her own time to suit her, and this flexibility means more to her than money. At first, it was hard, but things have gone well. Mrs Fishburn now has more time with her \_\_HUSBAND\_\_ Andrew, 44. The couple, who have no children, plan to \_\_SPEND\_ more time abroad – thanks to the business. ‘My friends think I’m mad to work these hours,’ she says. ‘But I love my job.’ |

1. **Read the definitions and then complete the words.**
2. to take something to a place

to DELIVER

1. a business that sells things to the public

a RETAILER

1. to provide something

to SUPPLY

1. to bring something into your country

to IMPORT

1. to send something to another country

to EXPORT

1. someone who purchases something

a BUYER

1. a famous make of a product

a BRAND

1. a business that makes things

a MANUFACTURER

1. **Complete the questions with the words in the box.**

|  |
| --- |
| **deliver / delivery / discount / much / offer / order / pay / price / time** |

**Cost**

1. How much would you like to \_**pay**\_\_\_\_\_\_?
2. How \_MUCH\_ are they per item?
3. What’s the \_PRICE\_ per item?

**Delivery**

1. What’s the normal delivery \_\_\_TIME\_\_?
2. We need \_\_DELIVERY\_\_ in two weeks. Can you do that?
3. When would you like us to\_\_\_DELIVER\_\_?

**Quantity and discounts**

1. How many would you like to \_\_\_ORDER\_\_?
2. Can you \_\_\_OFFER\_\_ me a discount?
3. What \_\_DISCOUNT\_ can you offer?
4. **Write the plural of these words.**
	* + 1. Tooth \_\_TEETH\_\_ 6. Leaf \_\_LEAVES\_\_
			2. Photo \_\_\_PHOTOS\_ 7. Factory \_\_FACTORIES\_
			3. Watch \_\_\_WATCHES\_ 8. Woman \_\_WOMEN\_\_
			4. Volcano \_\_VOLCANOES\_\_ 9. Cliff \_\_CLIFFS\_
			5. Potato \_\_POTATOES\_\_ 10. Wife \_\_WIVES\_\_
5. **Complete these nouns with –er or –or.**
	* + 1. ManagER\_ 6. CompetitOR\_
			2. AdministratOR\_ 7. EmployER\_
			3. ProducER\_ 8. ManufacturER\_
			4. ConstructOR\_ 9. RetailER\_
			5. InventOR\_ 10. OperatOR\_

**KEY LANGUAGE (Negotiating)**

1. **Complete the text with suitable words in the box.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| deal | at | bit | afraid | that’ll | if |
| if | can’t | ~~seems~~ | sure | sounds | shall |

**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**

1. **Peter won a lot of money on the lottery last year. Now write sentences about what he used to do and what he does now. Make the necessary changes.**

***e.g. Peter used to live in a small house, but now he lives in a big house.***

|  |  |  |
| --- | --- | --- |
| Last Year | Now | Your Sentence |
| Live / small house | Live / big house | **Peter used to live in a small house, but now he lives in a big house.** |
| Go to work / by bus | Go to work / by car | **Peter used to go to work by bus, but now he goes by car.** |
| Eat / at home | Eat / out | **Peter used to eat at home, but now he eats out.** |
| Watch TV/ home | Go / the theatre | **Peter used to watch TV at home, but now he goes to the theatre.** |
| Spend / his holidays / a campsite | Spend / his holidays / abroad | **Peter used to spend his holidays at a campsite, but now he spends his holidays abroad.** |

1. **An interviewer is talking to the oldest person in a village. Put in ‘used to’ with the verb given in brackets.**

Old woman : I’ve always lived in the village, but not always in this house.

Interviewer : Where ……DID…… you …USE TO LIVE…? (live)

Old woman : When I was a girl, we lived at Apple Tree Farm. We ………USED TO LIKE……… (like) it there.

Interviewer : But life was hard, wasn’t it?

Old woman : Oh, yes. In those days we ……DIDN’T USE TO HAVE… (have) electricity. My father milked the cows by hand.

Interviewer : And ……DID… you …USE TO HELP…(help) with the farm work?

Old woman : Yes, I …USED TO LOOK AFTER… (look after) the hens.

1. **Complete the sentences with the verbs given in brackets using past continuous or used to.**

1. I haven’t been to the cinema for ages now. We …**used to go**… (go) a lot.

2. Ann didn’t see me wave to her. She …**was looking**… (look) in the other direction.

3. I asked the driver to slow down because he …**was driving**… (drive) too fast.

4. Rose and Bill met for the first time when they …**were studying**… (study) at university.

5. When I was a child, I …**used to have**… (have) a lot of dreams.

6. When the phone rang, I …**was having**… (have) a lot of dreams.

7. George looked very nice because he …**was wearing**… (wear) a very nice suit.

8. ‘Do you do any sports?’ ‘Not these days. I …**used to play**… (play) volleyball.’

1. **Read the text about the Indian businessman and choose the correct option to fill in the blanks.**

Rahul Pillai is now one of the richest businessmen in India, but he wasn’t always so rich. He grew up in Kochi, in India. He (1)………………………… in poverty in his childhood. They were 5 people in the family and all of them, except his youngest sister, (2)………………………… . His mother, Bahrât, (3)…………………………idlis, a kind of Indian cake, on the streets to make some extra money. She (4)………………………… Rahul and told him that he would bevery successful in life. Rahul did well at school and later he won a scholarship to attend a business school. The scholarship didn’t cover the living costs, so Rahul (5)………………………… a lot of money from the bank in this period. When he graduated, he (6)………………………… in a company or a bank. Instead, he set up a catering company. The company specialized in (7)………………………… traditional Indian products, including idlis. The company was a success and Rahul soon paid off all his debts, and even became one of the (8)………………………… people in India. He (9)………………………… a producer of traditional Indian products for 20 years now. Today, his company’s products (10)………………………… in every supermarket in India. If you (11)………………………… to India one day, you should try Rahul’s idlis. I’m sure you (12)………………………… it.

1- a) lives b) was living c) has lived **d) used to live**

2**-** a) was working b) work **c) were working** d) have worked

3- a) has sold b) were selling **c) used to sell** d) have sold

4- **a) always encouraged** b) always encourages

 c) has never encouraged d) never encouraged

5- a) could borrow b) should borrow **c) had to borrow** d) has to borrow

**6- a) didn’t want to work** b) used to work

 c) wanted to work d) didn’t use to work

7- a) produce **b) producing**  c) produced d) to produce

8- a) rich b) richer c) much richer **d) richest**

9- a) was b) is  **c) has been** d) used to be

10- **a) are sold**  b) will sell c) sold d) are selling

11- a) went b) used to go **c) go** d) have gone

12- a) may like **b) will like** c) must like d) might like

**NEW GRAMMAR**

**USED TO & WOULD**

* We use **used to / didn’t use to + infinitive** to talk about past habits or repeated actions or situations / states which have changed, e.g. I used to sleep for eight hours every night, but now I only sleep for six.
* **Used to** doesn’t exist in the present tense. For present habits, use usually + the present simple, e.g. I usually walk to work. NOT ~~I use to walk to work.~~
* We can also use **‘would’** to refer to repeated actions in the past. **However, we don’t use would for non-action verbs (e.g. be, have, know, like, etc.).** NOT ~~I didn’t recognize him. He wouldn’t have a beard.~~

I didn’t recognize him. He **didn’t use to have** a beard. √

When I lived in France as a child we **used to have** croissants for breakfast. We **would buy** them every morning from the local baker. √

**‘Have’ is a non-action verb, so we cannot use it with ‘would’. When we talk about a repeated action (we would buy…), we can use would instead of used to. !! We can also say ‘we used to buy…’!!.**

1. **Which of the verb forms can complete the sentences below? Tick (√) all possible answers.**
2. I \_\_\_\_\_\_\_\_\_\_\_\_\_ long blonde hair when I was first married.

√

1. had b. used to have c. would have

√

1. We \_\_\_\_\_\_\_\_\_\_\_\_\_ Auntie Jean every time we went to London.
2. visited b. used to visit c. would visit

√

√

√

1. Pam \_\_\_\_\_\_\_\_\_\_\_\_\_ out with Andy for six months but then she left him.
2. went b. used to go c. would go

√

1. We \_\_\_\_\_\_\_\_\_\_\_\_\_ coffee and croissants every morning for breakfast.
2. had b. used to have c. would have

√

√

√

1. We \_\_\_\_\_\_\_\_\_\_\_\_\_ to each other every day when we were apart.
2. wrote b. used to write c. would write

√

√

√

1. He \_\_\_\_\_\_\_\_\_\_\_\_ to me for 25 years and then stopped.
2. wrote b. used to write c. would write

√

1. In the old days people \_\_\_\_\_\_\_\_\_\_\_\_ you if you were in trouble.

√

√

√

1. helped b. used to help c. would help
2. I \_\_\_\_\_\_\_\_\_\_\_\_\_ living so close to the sea.

√

1. loved b. used to love c. would love

√

1. Dave \_\_\_\_\_\_\_\_\_\_\_\_\_ Molly three times if she wanted to go out with him.
2. asked b. used to ask c. would ask

√

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_ questions in class. I was too shy.

√

√

√

1. never asked b. never used to ask c. would never ask