

## VOCABULARY - FUNCTIONS - GRAMMAR

### 1 Match these terms with the correct definition.

- |                         |                            |   |
|-------------------------|----------------------------|---|
| 1 demand                | a <input type="checkbox"/> | the place where goods or materials are stored until needed                                    |
| 2 domestic trade        | b <input type="checkbox"/> | an intermediary in the distribution chain   |
| 3 factory outlet        | c <input type="checkbox"/> | the person or organisation which sells goods to consumers                                     |
| 4 indirect distribution | d <input type="checkbox"/> | the amount a particular product or service is requested by consumers                          |
| 5 retailer              | e <input type="checkbox"/> | place where manufacturers sell their goods directly to consumers                              |
| 6 supply chain          | f <input type="checkbox"/> | when a company uses intermediaries to distribute and sell a product or service                |
| 7 warehouse             | g <input type="checkbox"/> | all the activities concerning the movement of goods or services from a supplier to a customer |
| 8 wholesaler            | h <input type="checkbox"/> | the buying and selling of goods within a country  |

### 2 Complete this phone conversation.

- A Good morning, Simpsons Ltd. Can I \_\_\_\_\_ you?  
 B Hello. \_\_\_\_\_ Valerie Clark from Culvers. \_\_\_\_\_ I speak to Mr Bush please?  
 A I'm \_\_\_\_\_ but he's not in the office this morning.  
 B Could I \_\_\_\_\_ a message?  
 A Of course.  
 B Could you please \_\_\_\_\_ him that our meeting tomorrow is confirmed for 10 a.m.?  
 A Certainly. I'll \_\_\_\_\_ him the message as soon as he gets back.  
 B \_\_\_\_\_ very much. Goodbye.  
 A Goodbye.

### 3 Use these prompts to write complete sentences.

- 'when / bank / open?' '8.15 / every day'  
\_\_\_\_\_
- 'your company / have / website?' 'yes / sell / all over world'  
\_\_\_\_\_
- 'which / production sector / ICT / belong to?' 'be part of / quaternary sector'  
\_\_\_\_\_
- sustainable trade / not / damage / environment  
\_\_\_\_\_
- usually / emails / be / more informal / business letters  
\_\_\_\_\_

### 4 **PET** Complete the second sentence so that it has the same meaning as the first one. Use a maximum of three words.

- The company has got over 100 employees.  
\_\_\_\_\_ over 100 employees in the company.
- Many workers are employed in the production department.  
The production department \_\_\_\_\_ many workers.
- Fair Trade certifies some of their products.  
Some of their products \_\_\_\_\_ by Fair Trade.
- The company's website is very successful.  
The company \_\_\_\_\_ a very successful website.
- The company does not use video conferencing.  
Video conferencing \_\_\_\_\_ by the company.