

VOCABULARY - FUNCTIONS - GRAMMAR

1 Write a definition for the following terms.

- 1 visible imports/exports _____
- 2 invisible imports/exports _____
- 3 trade deficit _____
- 4 trade surplus _____
- 5 tariff _____
- 6 quota _____

2 Complete these sentences with the words from the box and then match them to the correct function.

decision • consider • possible • price • problem • regards

- | | |
|---|--|
| <ol style="list-style-type: none"> 1 Can I suggest you _____ our other line of accessories which are closer to your budget? 2 I can do that for you, no _____. 3 I'm calling with _____ to the email you sent yesterday. 4 Thanks very much for your help. I'll let you know my _____ as soon as possible. 5 Could you tell me exactly what this _____ includes? 6 I'm sorry but it's not _____. Our prices are already very competitive. | <ol style="list-style-type: none"> a <input type="checkbox"/> Stating the reason for phoning b <input type="checkbox"/> Asking for information c <input type="checkbox"/> Giving a positive reply d <input type="checkbox"/> Giving a negative reply e <input type="checkbox"/> Making a counteroffer f <input type="checkbox"/> Ending the conversation |
|---|--|

3 Choose the correct alternative.

- 1 We *have received/received* your catalogue yesterday.
- 2 Imports *have fallen/fell* by 3.2% this month.
- 3 The company *has reported/reported* record profits this year.
- 4 According to the latest figures, trade between EU member states *has increased/increased*.
- 5 We *haven't done/didn't do* business with Argentina before.
- 6 *Has there been/Was there* a trade gap last year? Yes there *has/was*.

4 **PET** Complete the second sentence so that it means the same as the first, using no more than three words.

- 1 The sales contract with our new supplier was finally concluded two days ago.
We _____ the sales contract with our new supplier two days ago.
- 2 The documentation was prepared by our lawyers.
Our lawyers _____ the documentation.
- 3 Our representative signed the deal at 11 p.m.
The deal _____ our representative at 11 p.m.
- 4 We didn't inform our staff until this morning.
Our staff _____ until this morning.