

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.

- 1 'when / bank / open?' '8.15 / every day'

- 2 'your company / have / website?' 'yes / sell / all over world'

- 3 'which / production sector / ICT / belong to?' 'be part of / quaternary sector'

- 4 sustainable trade / not / damage / environment

- 5 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.

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