

## 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

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