

VOCABULARY - PHRASEOLOGY - GRAMMAR

1 Use prefixes and the words in brackets to form new words to fit the meaning of the text.

Sea transport is probably the most (1) _____ (expensive) form of transport and also offers the advantage of transporting goods of (2) _____ (limit) weight and size. Containers can usually remain (3) _____ (open) until the final destination. From an environmental point of view, there could be problems with (4) _____ (legal) dumping of waste at sea. As with other forms of transport that are subject to a timetable, you are (5) _____ (able) to choose a departure time. Another (6) _____ (advantageous) could be delays and bad weather, which are almost (7) _____ (possibility) to predict and can mean (8) _____ (regular) departures and arrivals. Pipelines are the only form of transport that remain (9) _____ (influence) by bad weather, but are obviously (10) _____ (suitable) for the majority of products.

2 Complete this email.

Dear Mr Grant,
 With (1) _____ to our previous correspondence, we would like to (2) _____ an order for your radio-controlled helicopters as (3) _____:

Item No.	Quantity	Unit price
DB 569	10	\$199.99
DF 587	5	\$249.99

As agreed, you will (4) _____ a 7.5% new client discount on this order. Please note that we require these goods to be delivered (5) _____ 15th April. If you are unable to respect this date, we (6) _____ ask you to let us know immediately.

We look forward to (7) _____ your confirmation and we are sure that we will continue to do business together in the (8) _____.

Yours sincerely,
 Daniel Samuelson

3 Put the word in brackets in the correct position.

- 1 The goods have been dispatched. (already)
- 2 We have not received your pro-forma invoice. (yet)
- 3 We've done business with that firm. (never)
- 4 I've sent our cancellation. (just)
- 5 The company hasn't done business abroad. (before)
- 6 The insurers have received 25 claims, but they are expecting many more. (so far)
- 7 Have you refused an order? (ever)
- 8 The company has expanded and now has 15 branches. (recently)

4 Choose the correct alternative.

- 1 They *have started/have been starting* to sell their products online.
- 2 We *have discussed/have been discussing* this for hours and we still *haven't made/haven't been making* a decision.
- 3 The company *has changed/has been changing* its cancellation policy.
- 4 'How long *have you worked/have you been working* in insurance?' 'All my life'.
- 5 I *have worked/have been working* non-stop since 8 o'clock this morning. I need a break.
- 6 'How many cancellations *have we received/have we been receiving* so far?' 'I don't know.'
I have lost/have been losing count.'