

Key word: Business



- My brother's in business.
- How is business at the moment?
- A business appointment.
- William is in business (= *trade*) as a shoemaker.
- My uncle wants to start his own business (= *enterprise*).

AFFARI

COMMERCIO

DITTA, IMPRESA

- Fiona is studying business (= *economics*) at the university.

ECONOMIA
AZIENDALE

- We always have more business (= *sales*) around the holidays.

VENDITE

- This store is our business (= *place of b.*)

ATTIVITÀ

Business collocates



- **big** business
- business **administration**
- business **trip**
- business **card**
- business **day**
- business **deal**
- business **dealings**
- business **lunch**
- business **plan**
- **do** business **with**
- **go/put out of** business
- **in** business
- **on** business

grande azienda

gestione aziendale

viaggio di lavoro/affari

biglietto da visita

giorno lavorativo

accordo commerciale

rapporti d'affari

pranzo d'affari

progetto aziendale

fare affari con

(far) fallire

in attività/in affari

per affari

Company descriptions

- Yahoo **provides** many different Internet **services**, including news, online shopping, and email. Most of its **sales** come from advertising on its website. Its **head office** is in Sunnyvale, California.

Provide services /prəʊ'vaɪd 'sɜ:vɪsɪz/: to offer something useful to clients

Sales /seɪlz/: the number of items sold

Head office /hed ɒ'fɪs/: the main office of a company (*sede centrale*)



Company descriptions

- Michelin **produces** tyres for cars and other vehicles. It **is based in** France, but it has more than 125,000 **employees** all over the world. It is also well known for its red and green travel guides.

Produce /'prɒdʒu:s/: to make things to be sold, especially in large quantities

Be based in /bɪ beɪst ɪn/: working or living in a particular place

Employee /ɪm'plɔɪi:/: a person who is paid to work



Company descriptions

- Ikea is a northern European company that **operates** in the **retail** market. It **specializes in** low-price products, including furniture, bathrooms, and kitchens.

Operate /'ɒpəreɪt/: to work in a particular way or from a particular place

Retail /'ri:teɪl/: the selling of goods to the public, usually through shops (*vendita al minuto / al dettaglio*; cf. **wholesale** 'vendita all'ingrosso')

Specialize in /'speʃəlaɪz ɪn/: to be expert in a particular area of work, study, or business



Company descriptions

- Airbus is a **subsidiary** of the European Aeronautics Defence and Space Company (EADS). The company makes planes for the commercial aircraft market, where its main **competitor** is Boeing.

Subsidiary /səb'sɪdiəri/: a company that is owned or controlled by another larger company

Competitor /kəm'petɪtə/: a person or an organisation that tries to be better than others, especially in business



Company descriptions

Ex. 6 – Choose the correct words to complete the sentences



1. Microsoft _____ in computer software.
(a) *makes* (b) *specializes* (c) *produces* (d) *provides*
2. Microsoft's main _____ is Apple, who has a growing share of the market.
(a) *employer* (b) *employee* (c) *provider* (d) *competitor*
3. Unilever _____ in over 150 countries around the world.
(a) *operates* (b) *specializes* (c) *produces* (d) *works*
4. At the trade fair, the person who _____ the most to customers will win a prize.
(a) *provides* (b) *offers* (c) *sells* (d) *produces*
5. They _____ a range of services for the online shopper.
(a) *provide* (b) *are* (c) *give* (d) *sell*



Key word: Profit

The company made a gross *profit* of \$11 million last year.

PROFITTO

He made a *profit* by selling the shirt for more than he bought it.

GUADAGNO

By investing wisely, we will *profit*.

V GUADAGNARE

PROFIT

There is no *profit* in being rude to people.

VANTAGGIO

We can all *profit* from education.

V TRARRE VANTAGGIO

Come to the meeting tonight and you might hear something to your *profit*.

BENEFICIO

Profit – Collocates

Ex. 9 – Match the expressions with their translations

-
- **gross** profit
 - **make** profit
 - **net** profit
 - **non-profit**
 - profit **and loss**
 - profit **margin**
 - profit **sharing**
 - profit-**making**
 - profit **by**
 - **at a** profit
- non a scopo di lucro
 - profitti e perdite
 - profitto lordo
 - con profitto
 - trarre/realizzare profitto
 - partecipazione ai profitti
 - utile/profitto netto
 - guadagnare da
 - remunerativo
 - margine di profitto

Present Continuous vs. Present Simple (1)

PRESENT CONTINUOUS

I **am doing**

- an action that is taking place now.

The water **is boiling**. Can you turn it off?

I **'m living** with some friends until I find a flat.

Belinda works at the Manchester office, but this month she **is working** in Liverpool.

Temporary situations

vs.

PRESENT SIMPLE

I **do**

- an action that habitually/generally takes place.

Water **boils** at 100 degrees Celsius.

My parents **live** in London. They have lived there all their lives.

I **work** for DHL.

More stable situations

Present Continuous vs. Present Simple

Ex. 10 – Put the verb in the correct form

1. Let's go out. It isn't raining (*not/rain*) now.
2. The economic situation is already very bad and it is getting (*get*) worse.
3. Vegetarians don't eat (*not/eat*) meat.
4. Hurry up! Everybody is waiting (*wait*) for you.
5. Normally I finish (*finish*) work at 5.00, but this week I am working (*work*) until 6.00 to earn a bit more money.
6. 'How is your English?' 'Not bad. It is improving (*improve*) slowly.
7. My parents live (*live*) in Bristol. They were born there and have never lived anywhere else.
8. IT solutions is developing (*develop*) a new program to help manage sales.
9. Do you believe (*believe*) in God?

Compounding (3)

@ Compounds can belong to any major word category.

- Compound Nouns:

N + N → *job market*, *workplace*

V + N → *pickpocket*, *playground*

Adj + N → *greenhouse*, *blackbird*

N and N → *gin and tonic*

Phrase → *mother-in-law*

- Compound Adjectives:

N + Adj → *tax-free*

Adv + Past Part. → *well-designed*

Adj + N → *full-time*

Phrase → *ready-to-wear*

Adj + Adj → *icy-cold*, *bitter-sweet*

Adj + derived Adj → *blue-eyed*

- Compound Verbs:

N + V → to *proof-read*

Adj + V → to *shortcut*

Prep. + V → to *download*, to *update*

Compounding – Ex. 3

➤ Are the following compounds *transparent* or *opaque*?

- | | |
|--------------------------------|-------------|
| • sales rep | TRANSPARENT |
| • businessman | TRANSPARENT |
| • white-collar (said of staff) | OPAQUE |
| • redskin | OPAQUE |
| • money-box | TRANSPARENT |
| • workshop | OPAQUE |
| • head office | TRANSPARENT |
| • market leader | TRANSPARENT |
| • jobseeker | TRANSPARENT |
| • chairman | TRANSPARENT |
| • pickpocket | OPAQUE |

Compounding – Ex. 4

➤ Try to combine these words to form compound words:

a. bank	break	bank manager
b. business	mark	businessman
c. exchange	line	exchange rate
d. career	manager	career break
e. market	man	market share
f. production	share	production line
g. delivery	man	deliveryman
h. long	rate	long-lasting
i. trade	lasting	trademark

Key word: Job



I need to find a new *job*.

LAVORO-IMPIEGO-
OCCUPAZIONE

As a translator I complete
two *jobs* each week.

INCARICO

I have a little *job* for you,
if you have five minutes.

COMPITO-LAVORETTO

She's only doing her *job*.

DOVERE

JOB

He's doing time 'è in prigione' for that
Credit Union *job* that went wrong.

RAPINA (slang)

We could always *job* the
project to someone else.

✓ APPALTARE

He *jobs* stocks for a living.
✓ COMPRAVENDERE (azioni)

Job collocates

Ex. 5 – Match the expressions with their translations

-
- | | |
|------------------------------------|----------------------------|
| • apply for a job | • mercato del lavoro |
| • find a job for sb. | • chi cerca lavoro |
| • full-time job | • fare domanda d'impiego |
| • job market | • lavoro part-time |
| • job seeker | • sistemare qc. |
| • job training | • secondo lavoro |
| • second job | • lavoro a tempo pieno |
| • take a job | • opportunità di lavoro |
| • job vacancies | • accettare un lavoro |
| • part-time job | • formazione professionale |

Job descriptions



- **Sara** – Retail Buyer
- I work for a supermarket chain. My job involves buying prepared salads and vegetables from local and national **suppliers**. I also take part in different logistics projects. For example, at the moment we're working with an external **consultant**. He's looking at ways to get our salads and vegetables to the supermarket shelves more quickly.

Supplier /sə'plaɪə/: a person or a company that provides goods

Consultant /kən'sʌltənt/: a person who knows a lot about a particular subject and is employed to give advice about it

Take part in /teɪk pɑ:t ɪn/: to be involved in something

Job descriptions



- **Benjamin** – Public Relations Officer
- I work for the police, but I'm not a policeman. A lot of my work consists of answering questions from journalists when the police are in the news. I'm also involved in a new project to attract new people to the police force. For this, I'm working with senior police officers and with outside **employment agencies**.

Consist of /kən'sɪst ɒv/: to have something as part of

Involved in /ɪn'vɒlvd ɪn/: taking part in an activity or a task

Employment agency /ɪm'plɔɪmənt eɪdʒənsi/: a business that helps people to find work and employers to find workers

Job descriptions



- **Heidi** – Occupational psychologist
- I'm self-employed. Basically, I deal with problems of relations between **staff**. At the moment, for example, I'm doing a study on virtual teamwork for one of my industrial customers. They work with many **subcontractors** all over the world, and their managers want to communicate better with their **colleagues** abroad. I work a lot with **training organizations** which provide the courses my customers need.

Deal with /'di:l wið/: to solve a problem, perform a task, etc.

Staff /stɑ:f/: the people employed in an organization

Subcontractor /,sʌb'kɒntræktə/: a person/company that is paid to do part of the work given to another person/company

Colleague /'kɒli:g/: a person that you work with

Training organization /'treɪnɪŋ ɔ:gənaɪzeɪʃn/: an organization that provides skills training to companies

Job descriptions

Ex. 7 – Choose the correct words to complete the sentences



1. I _____ for a large multinational company.
(a) *produce* (b) *work* (c) *employ* (d) *deal*
2. My work _____ of meeting new clients and answering their questions.
(a) *deals* (b) *involves* (c) *takes* (d) *consists*
3. I also deal _____ emails from the public.
(a) *at* (b) *of* (c) *with* (d) *through*
4. I'm _____ in a new PR project.
(a) *occupied* (b) *taken* (c) *involved* (d) *employed*
5. Every Friday I _____ in a meeting with other departments.
(a) *take part* (b) *trade* (c) *involved* (d) *sell*

Job descriptions

Ex. 7 – Choose the correct words to complete the sentences



6. Siemens has about 400,000 people on its _____.
(a) *employment* (b) *employ* (c) *staff* (d) *force*
7. The job consists of emailing new _____.
(a) *employees* (b) *clients* (c) *public* (d) *people*
8. I am learning English to talk to our _____ in the London office.
(a) *supplies* (b) *suppliers* (c) *employers* (d) *staff*
9. Cermat often works with _____ who it employs to do building work.
(a) *subcontractors* (b) *consultants* (c) *customers* (d) *colleagues*

Phrasal Verbs

Ex. 8 – Complete the sentences
using one of these phrasal verbs



give (sth.) up = quit a habit

SMETTERE, CESSARE

close down = go out of business

CESSARE UN'ATTIVITÀ

look out for = be careful,
vigilant, and take notice

FARE ATTENZIONE A

deal with = manage

TRATTARE, OCCUPARSI

move in = start living in a house

TRASFERIRSI

show off = show how clever you are

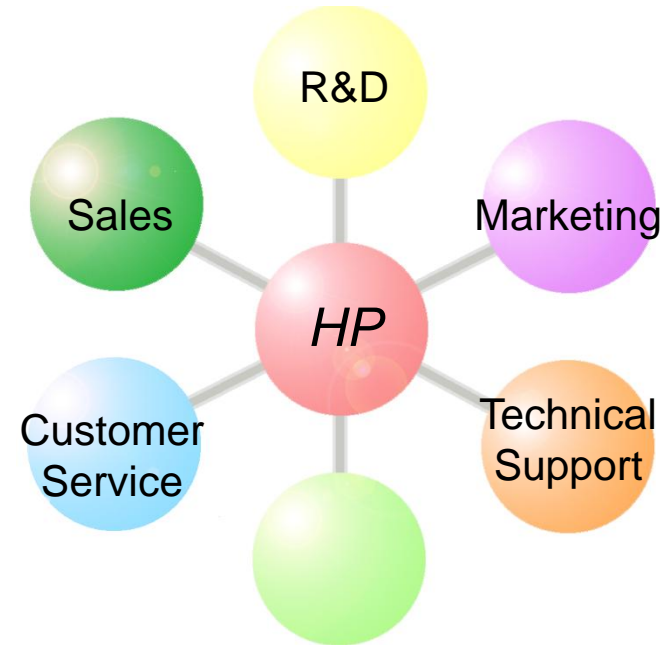
METTERSI IN MOSTRA

turn up = appear

COMPARIRE, ARRIVARE

The importance of customer contact

Ex. 11 – Which department in the text usually...



1. sells the products?
2. looks for new markets for new/existing products?
3. creates new products?
4. answers technical questions from customers?
5. answers all other questions from customers?

Jobs & Company structure

Ex. 12 – Read the words and choose those that are jobs



a)

SUPPLIER

fornitore

FINANCE

IT

b)

DIRECTOR

direttore

R&D

HUMAN RESOURCES

c)

MANAGER

dirigente

PURCHASER

responsabile acquisti

CONSULTANT

consulente

d)

LOGISTICS

PURCHASING

ACCOUNTANT

contabile

e)

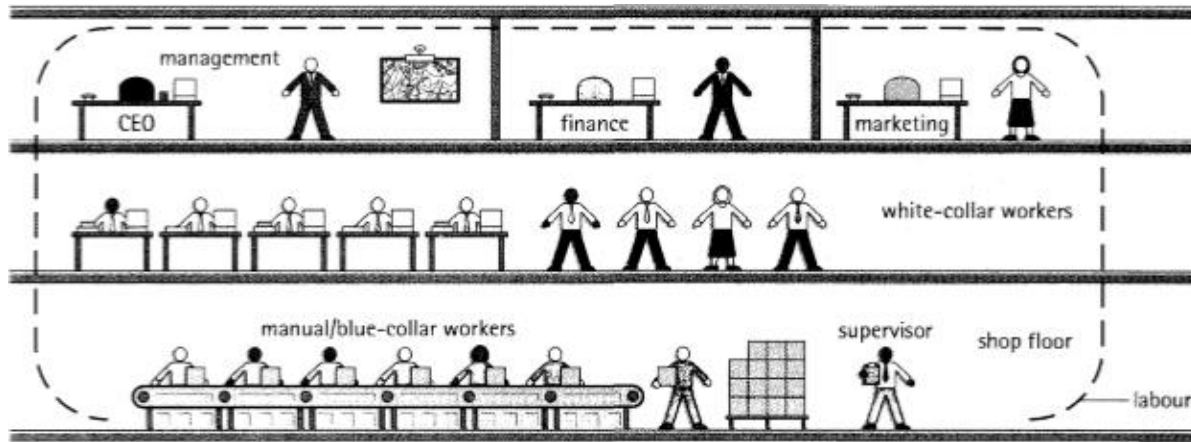
CEO Chief Executive
Officer *direttore generale*

CUSTOMER
SERVICES

TECHNICAL
SUPPORT

People and workplaces

- Employees and management

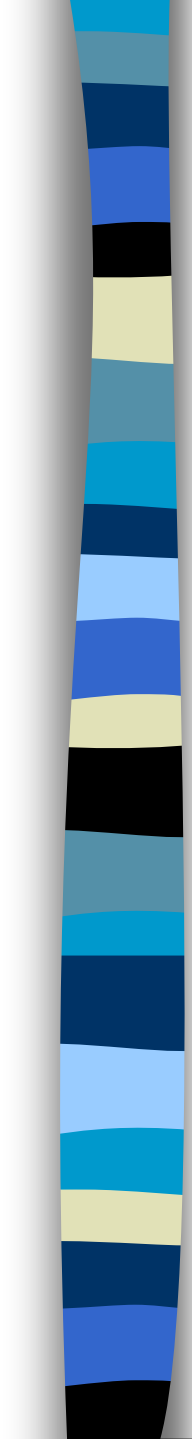


- The people who work for a company, all those that are on its **payroll**, are its **employees**, **personnel**, **staff**, **workers** or **workforce**.
 - These words refer only to people who carry out the work of a company.
- ≠
- The people that lead and organize a company are part of the **management**.

Management and administration

- A company's activities may be spread over different **sites**.
- A company's most senior managers usually work in its **head office** or **headquarters (HQ)**.
- Some managers have their own **individual offices**, but in many businesses, most employees work in **open-plan offices**.
- **Administration** (or, informally, **admin**) = everyday work supporting a company's activities.
- Administration is often done in open-plan offices by the **administrative staff** or **support staff**.
- The human resources department, or **human resources (HR)**, deals with recruitment, pay, etc.





Comparisons

Ex. 19 – Complete the sentences using the comparative/superlative form of the adjectives

1. Our Managing Director is younger (*young*) than the Financial Director.
2. Our company was more profitable (*profitable*) last year than this year.
3. We have seven factories; the largest (*large*) one is in Mexico.
4. Hotels in London are more expensive (*expensive*) than in Paris.
5. I think our new brochure is better (*good*) than our competitor's brochure.
6. Our most famous (*famous*) product is the VS520.
7. 1995 was the worst (*bad*) year for our company.
8. Germany is the biggest (*big*) country in the EU.



Changes and trends

Ex. 20 – Find another word for the expressions in bold...

1. There was a sharp **drop** fall in the number of people taking more than one vacation a year.
2. Unemployment **has fallen** has decreased gradually.
3. The number of people going on cruise holidays **has risen** has increased considerably over the last ten years.
4. The number of people visiting Europe from China rose **dramatically** considerably last year.
5. There has been a slight **fall** decrease in CO₂ emissions recently.
6. The number of people taking staycations **is increasing** is rising steadily.
7. There has been a **considerable** significant growth in deaths because of the covid-19 pandemic.

Revision – Complete with the correct form of the verb

1. Kate phoned last night. She's on holiday with her friends.
She is having (have) a great time and doesn't want to come back.
2. Andrew started evening classes recently. He is learning (learn) Japanese.
3. Paul is never late. He always starts (start) work on time.
4. Tim is not working (not/work) today. He's taken the day off.
5. The washing machine has been repaired. It is working (work) now.
6. Ben is trying (try) to find a job, but he hasn't had any luck yet.
7. What do you do (do) in your spare time?
8. Dan has been in the same job for a long time. He is starting (start) to get bored with it.

Revision – Complete with the correct word

1. Advertising companies are always having to think up new ways to products.

- a. operate b. deliver c. sell d. promote

2. Our marketing people have come up with a great idea for the of the new model.

- a. export b. view c. launch d. production

3. offices function well for people who need to be communicating with each other all the time.

- a. Close b. Open-space c. Open-plan d. Open

4. In the private business sector, there has been a limit on wage rises and a near-freeze on

- a. dismissal b. firing c. retirement d. recruitment

5. I work in and see a lot of job applications from people with no experience.

- a. HR b. R&D c. IT d. Sales

Adjectives to describe new products

Ⓢ **ADJECTIVES** such as *comfortable* or *strong* are generally used to describe the characteristics of new products. They are often used in the comparative or superlative form.

Other commonly used adjectives are:

practical, economical, attractive, functional, innovative, stylish, user-friendly, well-designed, compact



Adjectives to describe new products

Ex. 2 – Choose the correct words to complete the sentences

1. The solar power system is very _____ because we save 50% on our bills.

- (a) *cheap* (b) *economical* (c) *economic* (d) *cheaper*

2. The new office is very _____ - the architect took a long time drawing the plans.

- (a) *attractive* (b) *beautiful* (c) *well-designed* (d) *user-friendly*

3. Their new web page is very _____. One click takes you anywhere you want.

- (a) *user-friendly* (b) *user-friend* (c) *stylish* (d) *compact*

4. The new Apple MP3 player is so _____ it fits easily into a shirt pocket.

- (a) *stylish* (b) *well-designed* (c) *functional* (d) *compact*

5. When John got a new job he bought a _____ suit.

- (a) *expensive* (b) *attractive* (c) *stylish* (d) *smart*

Present Perfect vs. Past Simple (1)

PRESENT PERFECT

He *has worked*

- an action or an event that began in the past and either lasted up until the present or has some bearings on the present.

We *have manufactured* this product for over three years.

= The speaker is talking about a period of time which is *not* finished.

vs.

PAST SIMPLE

He *worked*

- an event or an action which took place at some moment in time *in the past*, either specified by a time adverbial or inferable from the context.

She *worked* here for five years, from 1999 to 2004.

Present Perfect vs. Past Simple (2)

*I **lived** in London **for three years**.*



- It means that I no longer do.



*I've **lived** in London **for three years**.*



- It means that I *still* live in London.



*I **lost** my car keys.*



*I've **lost** my car keys.*



- The **present perfect** indicates that the action is relevant to the present.

🌐 Another meaning of the present perfect is that of **indefinite time reference**:

***Have** you (ever) **been** to England? Yes, I **have been** there twice.*

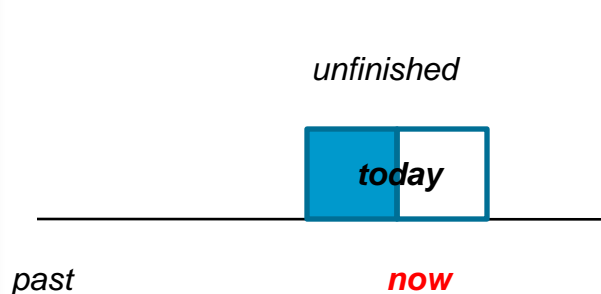
Present Perfect (Cont.) vs. Past Simple

Revision – Complete with the correct form of the verb

has worked/

1. Anna *been working* (work) here for ages. She still does the same job.
2. The sales office *closed* (close) down over a month ago.
3. The Managing Director *has just organized* (just/organize) a meeting with all line managers.
4. *Have you called* (you/call) him back yet?
5. What time *did she arrive* (she/arrive) yesterday?
6. I don't think we *have ever met* (ever/meet) before, have we?
7. We *did not take* (not/take) the opportunity when we had the chance.
8. Her grades *have improved* (improve) greatly this semester.
9. Total new business *improved* (improve) by almost a quarter last month.

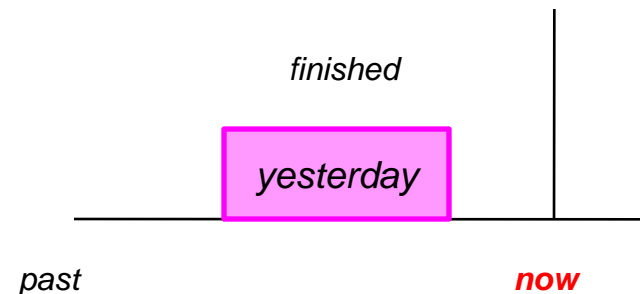
To sum up...



It **hasn't rained** this week.
Have you **seen** Anna this morning?
(It is still morning)

Present Perfect

- It is a present tense, i.e. it always tells us about the situation *now*
- It can be used for new or recent happenings
- It is used to give new information
- It is used to describe an action that started in the past but that is *unbounded*
- it is used for a period of time that continues until now – **today, this week, since, for**



It **didn't rain** last week.
Did you **see** Anna this morning? (It is now afternoon or evening)

Past Simple

- It tells only about the *past*
- It is used to talk about a *finished* time – **yesterday, two years ago, in 1987, when I was a child**, etc.
- It is used in questions with **When...** and **What time...**

Revision – Complete with the correct form of the verb

1. I can't log on to the website. I have forgotten (forget) my password.
2. Sarah is very tired. She has been working (work) very hard recently.
3. I work in a travel agency now. Before that I worked (work) in a department store.
4. Every day the population of the world increases (increase) by about 200,000 people.
5. Rachel is in New York right now. She is staying (stay) at the Park Hotel. She always stays (always/stay) there when she's in New York.
6. Kate spent (spend) a lot of money yesterday. She bought (buy) a dress which cost (cost) £100.
7. You have not signed (not/sign) the form yet. Could you sign it now, please?

Key word: Product



- consumer **products**
- Gross Domestic **Product**
- Gross National **Product**
- inner **product**
- outer **product**
- manufactured **product**
- **product** manager
- **product** line
- **product** supply
- **product** endorsement

generi di consumo

Prodotto Interno Lordo (PIL)

Prodotto Nazionale Lordo (PNL)

prodotto interno

prodotto esterno

manufatto

dirigente della produzione

linea di prodotti

fornitura di prodotti

fare il testimonial per un prodotto

Product collocates

Ex. 8 – Fill in the gaps using the correct words



1. CoverGirl has expanded their product line with a new long-lasting lipstick.
2. The product manager needs to work closely with the sales force.
3. Gross Domestic Product is often considered an indicator of a country's standard of living.
4. GDP is not to be confused with Gross National Product, which allocates production based on ownership.
5. Many winning athletes make money from product endorsement.
6. The company's newest manufactured product is selling well.

Ex. 11 – Synonyms for *business* and *employment*

1. Joshua and Michael inherited a small company from their father. Their is packing meat and selling it wholesale.

- a. employment b. appointment c. craft d. business

2. Marylyn was heartbroken when she found out that her husband had been having an with his secretary for a long time.

- a. engagement b. involvement c. affair d. occupation

3. Peter is a blacksmith by but presently he is unemployed.

- a. business b. career c. occupation d. art

4. I noticed that you visit Holland very often. Do you go there on or for pleasure?

- a. work b. job c. calling d. business

5. Stay out of this problem and do not interfere, please! It's none of your

- a. job b. business c. action d. work

Ex. 11 – Synonyms for *business* and *employment*

6. We are proud that all our students graduated and found in good companies and at good wages.

- a. **employment** b. commerce c. calling d. duty

7. This orchestra is one of the best in the country and they have many concert each month.

- a. **engagements** b. duties c. missions d. affairs

8. Samantha truly believes that it is her to become a doctor. She feels she was born for it.

- a. job b. **calling** c. engagement d. appointment

9. Although I don't feel it as my calling, I have decided to choose my mother's and become a lawyer. I know this will make her happy.

- a. business b. **profession** c. trade d. employment

10. Julia is a young lawyer and she has just got her first promotion but she is resolved to make a distinguished in the legal profession.

- a. calling b. art c. **career** d. pursuit

Ex. 13 – Job benefits



➤ Match 1-10 to a-j.

1. maternity

2. flexible

3. paid

4. private

5. gym

6. company

7. mobile

8. annual

9. subsidized

10. pension

a. car

b. healthcare

c. membership

d. holiday

e. leave

f. hours

g. bonus

h. scheme

i. childcare

j. phone

Ex. 14 – Synonyms and Antonyms

➤ For each of the following word find an **antonym** and a **synonym**:

sell

alive

ugly

sick

slow

far

peace

slim

dismiss

unknown

- buy
- dead
- beautiful
- healthy
- quick
- near
- war
- fat
- recruit
- famous

purchase

deceased

handsome

robust, fit

fast

close

conflict

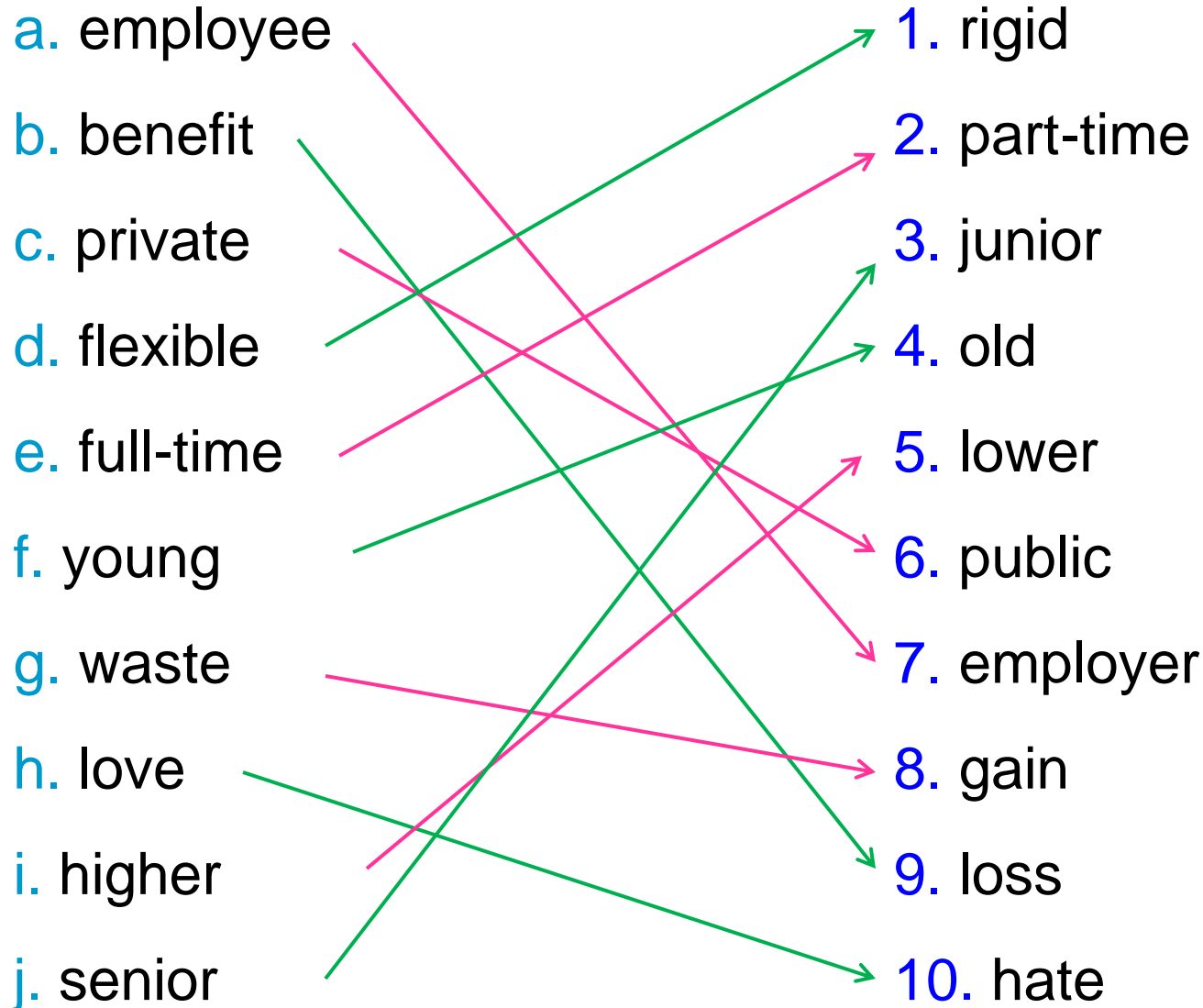
obese

hire

well-known

Employment: Choosing your own benefits

Ex. 15 – Antonym match



E-mail writing: Formal e-mails (1)

Formal e-mails are similar to letters.

Opening

Dear Sir / *Dear Madame* / *Dear Sir/Madame*

Closing

Yours faithfully (UK) / *Sincerely* (US)



Writing to someone when you know the name:

Opening

Dear Mr Thomas (*Ms*) / *Dear Dr Thomas* / *Dear John Thomas*

Closing

Regards / *Yours sincerely* (UK) / *Sincerely* (US)

When writing a formal e-mail **avoid contractions**:

I am writing (not *I'm writing*) *to ask for some information*

E-mail writing: Semi-formal and informal e-mails

Use **semi-formal e-mails** with people you do not know very well.

Opening

Dear John / *Dear Olivia*

Closing

Thanks / *Best regards* / *Yours*



In many companies, **informal e-mails** are sent between colleagues:

Opening

Hi John / *Hello Olivia*

Closing

Best wishes / *All the best* / *Thanks*

E-mail writing: Formal e-mails (2)

- **Opening sentences**
- After the greeting, English emails normally begin with an opening sentence. **Common opening sentences** for a formal email are as follows.
 - *I hope that all is well with you.*
 - *I was just emailing to request some assistance.*
 - *Thank you for your email of 12 March.*
- To make requests and give instructions, formal English frequently uses **modal verbs**: *would, could, etc.*

Formal **Would** you **be able to** deliver the report by tomorrow?

Semi-formal **Can** you deliver the report by tomorrow?

Formal **Could** you ask Pierre to come to the meeting?

Semi-formal **Can** you ask Pierre to come to the meeting?

Formal vs. informal vocabulary

Thank you

Thanks

I would like to apologize
for...

Sorry for...

I would appreciate it if
you...

Can you...?

Unfortunately, I will not be
able to...

I can't

I would rather not...

I don't want to



E-mail



Dear Anna,

Welcome to our firm! It is a pleasure to welcome you to the team of *Shopify*. We are excited to have you join our team, and we hope that you will enjoy working with our company.

On the last Saturday of each month we hold a special staff party to welcome any new employees. Please be sure to come next week to meet all of our senior staff and any other new staff members who have joined *Shopify* this month. You will receive an e-mail regarding the same with further details.

If you have any questions during your training period, please do not hesitate to contact me. You can reach me at my email address or on my office line at 000-0001.

Warm regards,
James

Revision – Complete with the correct form of the verb

1. The company I work for **isn't doing** (not/do) so well this year.
2. We couldn't afford to keep our car, so we **sold** (sell) it.
3. What time **do** the banks **close** (close) here?
4. This watch wasn't expensive. It **did not cost** (not/cost) much.
5. I **have not seen** (not/see) Alan for ages. When I last **saw** (see) him, he was trying to find a job.
6. Paul doesn't know what he's going to do. He **has not decided** (not/decide) yet.
7. Is the meeting still going on, or **has** it **finished** (finish)?
9. Mr. Evans is not in the office today. I **suggest** (suggest) you try calling him tomorrow.
10. At first I didn't like my job, but I **am starting** (start) to enjoy it now.

Revision – Complete with the correct word

1. She makes a big from selling waste material to textile companies.

- a. business b. money c. gain d. profit

2. The company in customized computer systems.

- a. manufactures b. deals c. specialises d. operates

3. It's a security company.

- a. US-set b. US-headed c. US-based d. US-located

4. The government publishes figures every six months showing how many people are

- a. unemployed b. unoccupied c. unworked d. jobful

5. She used to money and not bother to pay it back.

- a. lend b. borrow c. loan d. mortgage