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Introductions

1 Make sentences.

- 1 She / responsible / marketing / department.
...She's responsible for the marketing department.

- 2 He / manage / six / technicians.

- 3 They / report / sales / manager.

- 4 You / charge / project.

- 5 We / deal / financial / problems.

- 6 I / look / important / customers.

2 You are in a meeting in the UK. Introduce yourself and talk about your job and responsibilities (or a job you'd like to do). Make notes to help you remember what to say in English. Write up to 50 words.

- Good morning. My name's ...*

3 Correct the mistakes.

- 1 Where's the factories?
...Where are the factories?

- 2 They has offices in London and Rome.

- 3 Our factory aren't near Bristol.

- 4 Our customers is mainly from Europe.

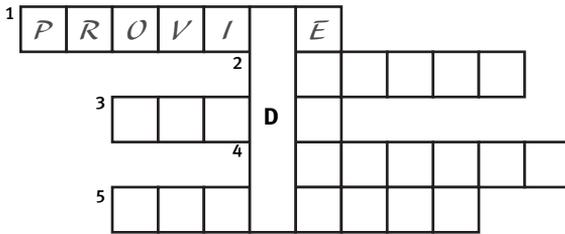
- 5 This year there's 300 companies at the trade show.

- 6 We exports our products all over the world.

- 7 Does you work in London?

Introductions 1

4 Complete the puzzle. All the words contain the letter 'D'.



- 1 Our engineers *provide* a good after-sales service.
- 2 We the equipment in our office in Liverpool.
- 3 We always meet our customers'
- 4 They the parts for free.
- 5 The company parts for rollercoasters.

5 Make four sentences. Use phrases from each box.

Our engineers install	deliver our	provide a	Italy.
We supply spare	the equipment and	to its customers in	24-hour service.
We	exports equipment	our customers all	over the world.
The company	parts to	software products	by air.

- 1 *Our engineers install the equipment and provide a 24-hour service.*
- 2
- 3
- 4

6 You have a meeting with a company in the UK. Present your company (or a company you know) and its products and services. Make notes to help you do the presentation in English. Write up to 50 words.

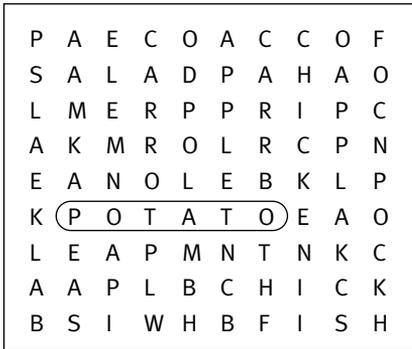
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7 Find food words. Then write them next to the pictures.



8 Fill in the gaps.

- to reserve a table = to book a table
- the list of food and drink in a restaurant = the
- the biggest dish of the meal = the
- the first dish of a meal = the
- the last dish of a meal = the
- what you pay after a meal = the

9 Match the pairs to make sentences.

- | | |
|-------------------------|----------------------------------|
| 1 Can I have soup | a a reservation. |
| 2 I'd like steak for | b strawberries, please. |
| 3 We have | c bill, please? |
| 4 I don't want | d a starter, just a main course. |
| 5 The same | e for the starter? |
| 6 Could I have the | f like anything else? |
| 7 For dessert, I'd like | g for me, please. |
| 8 Would you | h the main course. |