•	Some companies make or goods.
•	If you work for a company, you are an
•	Your company is in the town or city where it has its head office.
•	If you work in a, your company is part of a bigger group.
•	Your company in a country where it sells or makes its products.
•	A company in the same business as you is your
•	A company that sells its products in other countries is an
•	Your is the money you receive for your products or services.
•	Other companies or offer services.
•	The fire was so intense that it took the firemen three hours to it
•	Someone whose job is to deliver letters and packages to people's houses is a/an
•	Historical paintings of famous will be sold for million dollars.
•	There is a thick cloudy air near ground, which is difficult to see through. It is
	•
•	We deliver the right product at the right time. We are
•	You will learn to use it very quickly. Our product is
•	We are here to answer all your questions. Our staff are
•	No other company makes a product like this. It's really
•	Today everyone wants one. It's a very product.
•	We offer a great product at the right price. Our products are
•	We use the latest technology. Our products are
•	Our products never break. They are
•	Mike and Jack here five months ago. They in this city for five months
•	"I passed my driving test!" "That's great! I some champagne to celebrate!"
•	The reason it's not possible to take a heavy bag
•	When your plane is late leaving, it is
•	Bags that you put above or under your seat are
•	The maximum number of suitcases you can take is
•	They do this at airports to protect passengers
•	I finished my homework. Then I my work. I didn't want to lose it!
•	I visited a shopping website. After I finished shopping, I
•	I my printer because I needed to print some documents.
•	I bought a new computer last weekend, but it yesterday. I'm taking it back to the shop.
•	Joe the TV because the volume was very low.
•	He's worked there many years, 1988, I believe.
•	We'll offer you 20% off if you buy it today.
•	We can't repair it, but we will send you another one.
•	If you return it to the shop, we'll give your money back.
•	Suggest an answer to a problem.
•	Say you're not happy with something.
•	Find new customers or get new orders.

•	Increase your revenue by selling more products.
•	Advertise your company without paying.
•	The process of telling other people about a product or service.
•	Find the customers you want to sell to.
•	Sell products for lower prices.
•	The idea that customers will always choose a company's products.
•	The HR Department new people to work.
•	The Finance Department budgets and other costs.
•	The Logistics Department the products to the customer.
•	The Department the computer systems and software.
•	The Purchasing Department products from suppliers.
•	The Sales Department new business with customers.
•	The Production department the products in the factory.
•	The Accounts Department customers for products that they have bought.
•	It takes a long time a foreign language.
•	Look at that old man to cross the road.
•	Our government pays great attention the education the youth.
•	Mr. Brown to me 2 hours ago to return the book which he
•	If I my entrance exams I the happiest man in the world.
•	I hope that the truth very soon.
•	in my class likes the teacher.
•	he was tired he went on working.
•	the children for me while I'm out.
•	I'll leave him a note he'll know where we are.
•	I'm going to the hairdresser's to
•	I didn't know him or not.
•	The burglar broke the house and stole all their money and jewelry.
•	I'll in my car on the way to work.
•	We look to receiving a prompt reply to our letter.
•	I can hardly hear that radio. Could you (increase/raise) the volume please?
•	When the aircraft leaves the ground it
•	Choose the appropriate word. My father has stopped smoking.
•	The workers went on strike because they thought their wages were too
•	When the bill came, he had to money from his brother to pay it.
•	Because the company was doing more business it was necessary to the
	factory.
•	Susan works so hard that no one in the office can her.
•	It takes six weeks to a man to do this job.
•	Before you sign anything important, pay careful to all the conditions.
	The Company gave my father a gold watch when he
•	
•	When he was questioned by the police, the thief didn't the truth.
•	The books I borrowed are overdue. I'll have to take them back to the
•	It was on the top shelf, out of
•	His situation since spring. Now he much better.
•	Mr. Bond said if Mr. Blake at 10 o'clock he to see him later.
•	If you the dictionary yesterday I to translate the article today.

•	Miss Benson was looking forward to the title role in the new play.
•	There were many mistakes in your dictation, ?
•	In 1992 I for the Italian President when he to France.
•	Traffic was bad because the highway repaired.
•	Mary suggested that she a pretty next week.
•	The Government publish health warnings on cigarettes people would
	become aware of the dangers of smoking.
•	Thousands of people have seen the exhibition it opened last month.
•	cause extensive damage to our city each year.
•	Malaria by the female mosquito.
•	Water,, is also one of the most abundant compounds on earth.
•	Philosophers are not sure
•	Tom carefully when he had the accident.
•	Has Nick finished his work yet? Yes, he half an hour ago.
•	It is to study for a test and then to fail it.
•	Not only buildings, they also specify different kinds of materials for their
	buildings.
•	It was Albert Einstein who developed the theory relativity.
•	Have the people got the money now? Yes, the police gave
•	He finally the driving test after failing three times.
•	at the door before you come into the room.
•	I've for the job and I hope I get it.
•	He's worked so that he deserves a rest.
•	Don't forget to take notes of everything he says at the conference.
•	We've looked for the keys we lost.
•	Hi, Dave. Pete a shower at the moment. I'll just and tell him.
•	"I feel nervous. I've got an exam today." "
•	"I feel really depressed at the moment. Nothing's going right in my life." ""
•	"I'm really excited. I'm going on holiday to Australia tomorrow. ""
•	I don't feel very well. I think I'm getting the flu. "
•	"I'm cold." "I the heating on."
•	My dad's really  . He always buys presents for everyone.
•	Before you can get a credit card, you have to provide a lot of
•	I try to lead a lifestyle - lots of exercises, fruit, and no junk.
•	The disco was so that you couldn't hear yourself speak.
•	After the earthquake, the country needed a lot of equipment.
	She had a car crash, but she was to escape with no injuries at all.
•	
•	Here is the news. Share prices on the Dow Jones Index have fallen dramatically.
_	·
•	After a heart attack, he needed a major surgery, but fortunately the operation was
•	I didn't like that city at all. The streets were so and the air was so
•	The of living has risen by 10% in the last three months.
	There was no of anyone having entered the room.
•	The at that restaurant is excellent.
•	
•	I wish you wouldn't keep my time asking such silly questions.

•	I only received the application for the job yesterday.
•	Did you have a good when you went to Scotland?
•	In recent years there has been a increase in the cost of living.
•	The advantage of the new bridge will be the way it the towns on the
	opposite banks of the river.
•	We covered a wide of topics in the interview.
•	TV, If properly used, can a child's imagination.
•	A young art student acted as our when we visited the National Gallery.
•	The sky is I don't think it will rain.
•	The bank will you the money if you are prepared to pay them eight per
	cent interest on it.
•	He his head, wondering how he could solve the problem.
•	Everyone who applies for a job with the company is given a/an intelligence
	·
•	I'll the children for you while you are out.
•	I wish I could smoking.
•	We went to the railway station to our friends
•	There was a sudden of lightning, which lit up the whole street.
•	Here are the letters arrived this morning.
•	That's the house I was born.
•	Where is the woman ordered the fish?
•	The hotel we stayed was very comfortable.
•	I bought the coat was in the shop window.
•	A- Have you ever a holiday in India? B- Yes, we have. We there in
	2000.
	I saw the paintings were in the living room.
	We have looked for the keys we lost.
	you ever stayed at the Ritz?
•	Sue and Geoff a shop.
•	My uncle died the war.
	I work very hard because I have an exam next week.
•	Is there a public call box near here? I have to a phone call.
•	I'm really looking forward to my new course.
•	I was born 1974.
•	We breakfast in bed.
•	This kind of shop a milk bar.
•	The phone rang I was having supper.
•	You work hard after your exam. You can have a holiday.
•	First she said "Yes", then she said "No", but in the end she up her mind to
_	marry him.
•	They can't help us the house.
•	I've been a journalist two years.
•	Give me Peter's letter. If I him, I it to him.
•	John give you those flowers?
•	Most days the shop at 10.00 p.m.
•	I lived in Paris several years.

•	My father is a customs official so he always wear a uniform at work, but my
	mother is a teacher so she wear one.
•	When you're not sure what to do, the best thing is to nothing.
•	She refused the phone.
•	If you have a problem, talk the teacher.
•	"What did you talk?"
•	You aren't concentrating on your work. What are you thinking?
•	Where's the cash desk? I'd like to pay this book.
•	It her fifteen minutes to school.
•	She school at 7:45 a.m.
•	I extra money teaching computer studies.
•	English is here.
•	Is service in the bill?
•	Our kitchen decorated at the moment.
•	I think this milk's It smells horrid.
•	"Where shall we go for a meal?"
•	Come on, kids! Aren't you yet? Breakfast's on the table.
•	I hurt my leg the second half of the match.
•	"When?"
•	I'm meeting Alan this evening.
•	What did you do the weekend?
•	The weather in England is unreliable summer it can be hot, but it often rains April and June.
•	I can't see the small print very well. I think I wear glasses soon.
•	Nobody enjoys get up at five o'clock in the morning.
•	I phoned the plumber because I smell gas in the kitchen.
•	Jane and John saved and saved, and finally they buy the house of their
	dreams.
•	I'm learning Spanish because I want speak when I'm in Mexico.
•	You drive on the right in Britain.
•	My teacher says I must work harder, but I can't work any harder. I'm my best.
•	We asked to see the manager and we a complaint about the terrible service in
	the restaurant.
•	At first I found learning English very easy, but now I don't think I'm any
	progress at all.
•	Could you me a favor please? Could you give me a lift to the airport?
•	My uncle died without a will, and it was very difficult for our family to sort out his money and possessions.
•	We have some lovely new neighbors; we've already friends with them.
•	I like to keep fit, so I exercises every day.
•	Before you go on holiday, you should sure that the doors and windows are
-	shut and locked.
•	money, not war!
•	I was a queue waiting to buy some bread.
•	I looked all the shelves and all the cupboards.

•	They certainly weren't the table or the floor.
•	Had I left them work?
•	Then I realized where they were. They were my favorite armchair.
•	"Where were you at 2:00?"
•	Would you like to eat?
•	Can I have to drink?
•	Can we go quiet?
•	Come and see me you want. I don't mind.
•	Help yourself to food. You can have you want.
•	I asked if wanted an ice-cream, but did, so I just bought one for myself
•	I felt so embarrassed was laughing at me.
•	I don't mind to the restaurant.
•	We encouraged them a new business.
•	His parents don't allow him after ten o'clock.
•	I'll be back in touch soon possible.
•	This wine tastes vinegar!
•	I've known Andy for years. He went to the same school I did.
•	My sister's a teacher me.
•	'We had a new teacher today called Mary.'
•	Who do I look, my mother or my father?
•	I need to buy all sorts of things socks, shirts and knickers.
•	I want more careful with your homework in future.
•	I stopped when I was thirty.
•	Why did I agree with you? I can't stand it.
•	I tried you that you were making a mistake, but you didn't listen.
•	I'm looking forward you again soon.
	I wasn't allowed out unless they knew where I was going.
	I don't like people arrive late.
•	The company he works for is based in Germany.
•	Where are the scissors I bought yesterday?
•	I want you to meet the woman taught me how to drive.
•	I like animals don't make a mess.  The film I've always wanted to see is on TV tonight.
•	He's going to have an operation could save his life.
•	I can't stand in an office.
•	We expect you on time.
•	Please let me for the drinks.
•	Don't worry about phoning him because I've done it.
•	I haven't finished my lunch
•	I can't come out because I've washed my hair.
•	I'm delighted because I've been a pay rise.
•	They're really angry because someone their car.
•	He to a senior designer.
•	Local police the bank robber.
•	What noisy neighbors you've got! If my neighbors as bad as yours, I
	crazy.

	If you any problems, let me know and I and help you straight away.
]	I'm small. I wish I small.
]	I'm small. If only I taller.
_	me with my suitcase, please?
•	This time tomorrow I on a beach in Antalya.
١	When I last talked to him, he English.
4	A: What's the time?
]	B: I'm sorry I My watch
•	<b>Γhey married but in the end they changed their mind.</b>
1	When he'd counted his change he it in his pocket.
4	A: I've planned my future for the next five years.
]	B: That is very clever of you. What when you retire?
•	'Is Mr. James work this week?"
	No. He's holiday."
	He my name, so I reminded him.
	His novels into eight languages.
	We usually the news on TV at eight o'clock, but tonight we that ne
	soap opera.
	If I time, I could go with you.
	If the weather were nice, I to the beach.
	"Are you ready?" she asked. She asked ready.
	The surgeon says, "You may have some pain for a few days." He says that
	some pain for a few days.
	She asked me, "Can you help us?" She wanted to know if .
	"Don't walk on the bridge." He warned us on that bridge.
	"Please be quiet." I asked them quiet.
	"Shall I call a taxi?" He asked me if a taxi.
	I always brush my teeth I go to bed.
	We waited the plane took off.
	We went out it stopped raining.
	"I'll hit you!" to hit me.
	"Would you like to come to my party?" He invited her
	I didn't hear because there was so much noise where I was sitting.
	He to me that he had written a new book.
	I missed the bus this morning so I walk to school.
	You watch TV when you are studying.
	I'm getting a bit fat.
	B:
	A: We must go soon, mustn't we?
	B: Yes, we go.
	When I was a child I bite my nails.
	Nobody come yesterday.
	Mother is still in bed, and my sister.
	My brother was very hungry, I too.
1	A: Colin didn't like the film.
]	B:

•	A: Nick isn't good at maths.
•	B:
•	I've known him we went to school together, but I've met his parents.
•	Our train leaves in two minutes! We hurry.
•	I'm coming to London tomorrow. I'll ring you I arrive.
•	You come with me if you don't want to. I'll go on my own.
•	I read an interesting article the paper this morning.
•	"Can I ask you something?"
•	"Not now a moment."
•	"Here's a birthday present you."
•	"Oh, thank you!"
•	"Why did you open my letter?"
•	"I'm sorry. I did it mistake."
•	Do you come to school bus?
•	I can't understand the instructions. They're Chinese.