

5.1

Fill the gaps with a word formed from the one in brackets.

Example:

She is a human resource*officer*..... (office)

- 1 Our main is a company called Stenia. (supply)
- 2 We use advertising to give us ideas for campaigns. (consult)
- 3 Danat, a Danish company, is our main (compete)
- 4 A lot of our live in the USA. (custom)
- 5 The company has over 300 (employ)

5.2

Fill the gaps with a preposition.

Example:

Sandra looks*at*..... the company reports.

- 1 I work a large company in Boston, USA.
- 2 The chief buyer looks new suppliers.
- 3 The customer service department looks the customers.
- 4 Mark talks his boss every day.
- 5 I deal problems the company has.

5.3

Choose the best word in the brackets to complete the following sentences:

Example: Could you*spell*..... that, please?
(pronounce/spelling/spell)

- 1 I speak to Mr. Smith?
(could/would/might)
- 2 I'm he's in a meeting
(unfortunately/afraid/apologise)
- 3 Could you ask him to call me ?
(return/back/round)
- 4 Can I a message?
(make/take/do)
- 5 Could I your name and number?
(ask/have/hear)
- 6 I'll make sure he the message.
(gets/listens/has)
- 7 I'll back later.
(telephone/call/dial)
- 8 Could you that?
(repeat/again/repeated)
- 9 Did you p or b? (speak/tell/say)
- 10 that's 01904 567456.
(then/so/if)