

14.1

Write one word to complete the following sentences. The first letter has been given to help you.

Example:

The company was*started*..... 10 years ago.

- 1 The *h*..... are in Rome.
- 2 We *p*..... technical help to small companies.
- 3 We *p*..... technical books and manuals.
- 4 I am *b*..... in Frankfurt.
- 5 We are *a*..... in 15 countries.
- 6 The company *s*..... electrical components to several manufacturers.
- 7 We have *o*..... in many major cities in Europe.
- 8 I work in the marketing *d*.....
- 9 I *s*..... ten to fifteen products a week.
- 10 We *m*..... washing machines.

14.2

Choose the best word in the brackets to fill the gap.

Example:

Nice to*meet*..... you. (meet/meeting)

- 1 Please me. (come/follow)
- 2 Is this your first to London? (trip/travel)
- 3 Did you us OK? (arrive/find)
- 4 Please take a (chair/seat)
- 5 Can I get you a ? (beverage/drink)
- 6 I you have a nice stay. (hope/wish)
- 7 I'd some tea. (desire/love)
- 8 Good morning. I've got an with Mr. Marks. (date/appointment)
- 9 I'll him you are here. (tell/say)
- 10 Could you the visitors' book? (signature/sign)

Test mark /20