

23.1

Fill each gap with the best alternative.

Example:

We had to *B* £5,000 from the bank.
A lend B borrow C take

- 1 Our costs by 3% in the last financial year.
A raised B increased C advanced
- 2 We want to some of our profit in new technology.
A spend B pay C invest
- 3 We hope to more money this year than last year.
A produce B do C make
- 4 We had to our employees a bonus.
A pay B spend C expense
- 5 We always try to keep down.
A cost B costs C costing
- 6 Every year we have a meeting to plan the
A budget B expense C margin
- 7 The on coffee and tea are higher than on other drinks.
A income B margins C balance
- 8 Overall, decreased by 5%.
A margin B budget C turnover
- 9 If we can attract more customers, we will increase our
A profit B expenditure C loss

23.2

Write one word in each gap. The first letter has been given to help you.

Example:

Do you need any..... *help* ?

- 1 C..... I help?
- 2 What can I d..... for you?
- 3 I can do t..... for you.
- 4 F..... me.
- 5 I'm s..... I can find one for you.

23.3

Match a response the following problems. Write the correct letter in the box.

Example:

<i>My mobile phone battery is flat.</i> 1 Where can I get a taxi? 2 I need to send an e-mail to my boss. 3 I'd like to go to the theatre tonight. 4 Where's the nearest underground station? 5 I left my wallet in the hotel. 6 I'd like to buy a present for my husband.	A I can show you on the map, if you want. B Do you want to borrow some money? C I'll call you one. D I'll book you a ticket, if you want. E <i>I can charge it up for you.</i> F There's a good shop next to the hotel. G Use my computer, if you like.
--	--

E	1	2	3	4	5	6
---	---	---	---	---	---	---

Test mark /20