

Business communication

1 Language

Events in business

Rewrite the underlined expressions using the words in the box in the correct form.

build up ■ fail ■ fire ■ go bankrupt ■ resign ■ run ■ set up ■ take over

My sister and I **1 started** a dry cleaning a business a year ago. So far it's doing quite well. She **2 manages** it from day to day, while I travel, make contacts and try to **3 increase** the business. Times are tough but I try not to worry about **4 not being successful** or **5 being unable to pay our debts**. I mean, people need clean clothes and bedding and stuff, so I think we should be OK.

My mother was sure that one of our employees was stealing from the company. She wanted to **6 get rid of** the guy but she had no proof. This went on until my mother retired and I **7 became head of** the company. I talked to the man and he got angry at first but eventually he **8 left of his own choice**. There were no more thefts after that.

2 Language

Events in business

Put the words of the sentences in the correct order.

1 of/I/employees/fire/to/because/had/two/theft/ .

2 won't/your/sure/restaurant/I'm/fail/ .

3 up/you/company/when/set/are/your/to/planning/ ?

4 within/business/up/we/ a/have/build/year/our/to/ .

5 resign/his/just/to/he's/from/decided/job/ .

6 my/I'm/to/business/running/looking/own/forward/ .

7 uncle's/over/she/business/her/taken/has/ .

8 just/bankrupt/Store/gone/Department/has/Martin's/ .

3

Language

Events in business

Match sentence beginnings 1–8 with endings a–h.

- | | | | | |
|---|---|--------------------------|----------|--|
| 1 | We only do business | <input type="checkbox"/> | a | most of our products to North and South America. |
| 2 | We produce | <input type="checkbox"/> | b | a lot of goods from China. |
| 3 | We've recently invested | <input type="checkbox"/> | c | against the big department stores. |
| 4 | Our company imports | <input type="checkbox"/> | d | with 'green' organisations. |
| 5 | I went into partnership | <input type="checkbox"/> | e | in two gold mines in Brazil. |
| 6 | They hope to make a profit | <input type="checkbox"/> | f | about ten thousand trucks a year in our factory. |
| 7 | We export | <input type="checkbox"/> | g | with two of my cousins last year. |
| 8 | It's hard for my small shop to compete | <input type="checkbox"/> | h | within the next five years. |

4

Language

Events in business

Complete the sentences with expressions from exercise 3 in the correct form.

- 1 He _____ with his friend a few years ago, under the name Bell and Wood.
- 2 We're _____ about thirty other companies for a share of the market.
- 3 They've been _____ more and more goods to countries in the European Union.
- 4 We've _____ a million dollars _____ a chain of clothing shops.
- 5 The company _____ last year so they hired twenty-five more workers.
- 6 I used to _____ him until I found he was unreliable.
- 7 We've decided to _____ all our coffee from Kenya.
- 8 Thanks to our new factory, we can _____ five hundred more motorcycles a month.

Key

1 Language

Events in business

My sister and I **1 set up** a dry cleaning business a year ago. So far it's doing quite well. She **2 runs** it from day to day, while I travel, make contacts and try to **3 build up** the business. Times are tough but I try not to worry about **4 failing** or **5 going bankrupt**. I mean, people need clean clothes and bedding and stuff, so I think we should be OK.

My mother was sure that one of our employees was stealing from the company. She wanted to **6 fire** the guy but she had no proof. This went on until my mother retired and I **7 took over** the company. I talked to the man and he got angry at first but eventually he **8 resigned**. There were no more thefts after that.

2 Language

Events in business

- 1 I had to fire two employees because of theft. / Because of theft, I had to fire two employees.
- 2 I'm sure your restaurant won't fail.
- 3 When are you planning to set up your company?
- 4 We have to build up our business within a year.
- 5 He's just decided to resign from his job.
- 6 I'm looking forward to running my own business.
- 7 She has taken over her uncle's business.
- 8 Martin's Department Store has just gone bankrupt.

3 Language

Events in business

- | | |
|---|---|
| 1 We only do business | d with 'green' organisations. |
| 2 We produce | f about ten thousand trucks a year in our factory. |
| 3 We've recently invested | e in two gold mines in Brazil. |
| 4 Our company imports | b a lot of goods from China. |
| 5 I went into partnership | g with two of my cousins last year. |
| 6 They hope to make a profit | h within the next five years. |
| 7 We export | a most of our products to North and South America. |
| 8 It's hard for my small shop to compete | c against the big department stores. |

4 Language

Events in business

- 1 He **went into partnership** with his friend a few years ago, under the name Bell and Wood.
- 2 We're **competing against** about thirty other companies for a share of the market.
- 3 They've been **exporting** more and more goods to countries in the European Union.
- 4 We've **invested** a million dollars **in** a chain of clothing shops.
- 5 The company **made a profit** last year so they hired twenty-five more workers.
- 6 I used to **do business with** him until I found he was unreliable.
- 7 We've decided to **import** all our coffee from Kenya.
- 8 Thanks to our new factory, we can **produce** five hundred more motorcycles a month.