

## 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/ .

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