

Review 1 Key

Grammar check

1

- | | |
|-------------|-------------------|
| 2 have been | 12 currently |
| 3 left | 13 involves |
| 4 already | 14 used to doing |
| 5 completed | 15 is expanding |
| 6 graduated | 16 are developing |
| 7 Britain | 17 used to think |
| 8 joined | 18 always |
| 9 moved | 19 intend |
| 10 include | 20 has agreed |
| 11 means | |

2

- Credit cards can be used at the checkout.
- The company was founded in Germany and is still faithful to its German origins.
- Have you received the letter I sent about the mistake your company made?
- I'm not very tall, so it's difficult to reach items at the top in the supermarket.
- What did you like most about the last job you did?
- The position of Marketing Director is above that of sales assistant.
- The Finnish company Nokia is one of the leaders in the mobile phone sector.
- A well-written covering letter can make the difference between a successful and unsuccessful application.
- The Irish President announced her intention to encourage foreign investment.

3

- There has been a **drop / decline** in car production.
- The price of this product has been **reduced**.
- There has been a **rise** in the number of employees.
- Orders **fell** this year.
- The company has **increased** investment in new equipment.
- The number of franchisees has **gone up / risen**.
- There has been a **reduction** in the budget.
- Franchise fees have **risen / gone up**.
- There has been a **decline / drop** in sales per outlet.

Vocabulary check

1

Company Structure	Recruitment
organisation chart	applicant
headquarters	interview
IT	CV
subsidiary	head-hunter
Retailing	Franchising
department store	operation manual
discount	front end fee
mass market	royalty
range	management services fee
Management	
corporate culture	
authority	
subordinate	
decision-making	

2

2 department stores	7 subordinates
3 CVs	8 range
4 head-hunter	9 headquarters
5 interview	10 corporate culture
6 decision-making	

3

2 am responsible for	7 succeeded in
3 report to	8 result in
4 collaborate with	9 believe in
5 been involved in	10 benefit from
6 work on	