

Review 1 Key  
Grammar check

- 1
- 2 have been
- 3 left
- 4 already
- 5 completed
- 6 graduated
- 7 Britain
- 8 joined
- 9 moved
- 10 include
- 11 means
- 12 currently
- 13 involves
- 14 used to doing
- 15 is expanding
- 16 are developing
- 17 used to think
- 18 always
- 19 intend
- 20 has agreed

2

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

3

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

Vocabulary check

1

**Company Structure**

organisation chart, headquarters, IT, subsidiary

**Retailing**

department store, discount, mass market, range

**Recruitment**

applicant, interview, CV, head-hunter

**Franchising**

operation manual, front end fee, royalty, management services fee

**Management**

corporate culture, authority, subordinate, decision-making

2

2 department stores

3 CVs

4 head-hunter

5 interview

6 decision-making

7 subordinates

8 range

9 headquarters

10 corporate culture

3

2 am responsible for

3 report to

4 collaborate with

5 been involved in

6 work on

7 succeeded in

8 result in

9 believe in

10 benefit from