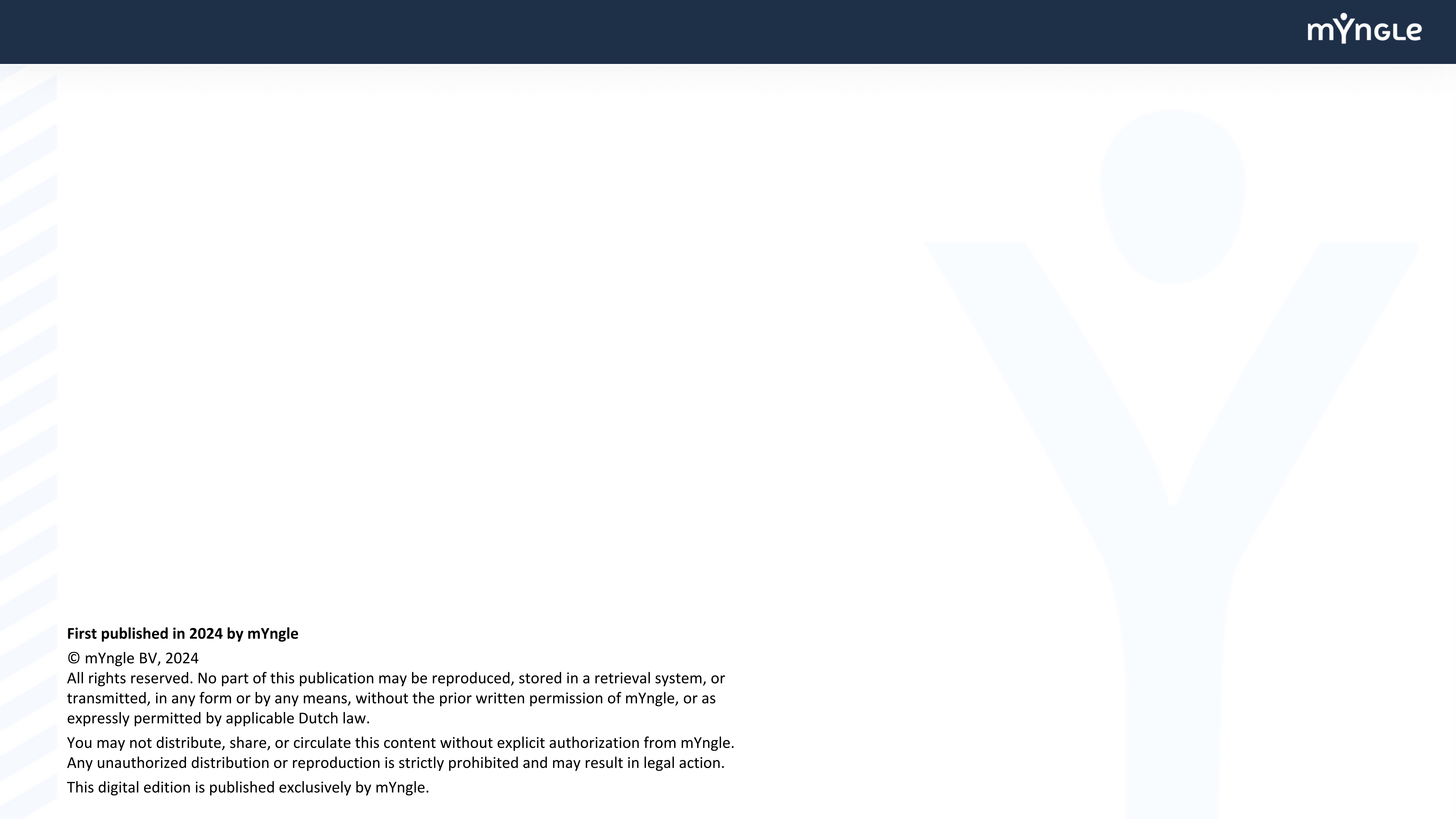


mYngle

Business Pre-Intermediate

Homework - Unit 1: Companies



The background features a dark blue header with the mYngle logo. On the left, there is a vertical band of light blue diagonal stripes. On the right, there is a large, light blue stylized graphic of a person with arms raised, with a circle above its head. The main body of the page is white.

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1. Match each word (1-10) with the definition (a-j).

1. Head office

2. Companies in group

3. Most famous product

4. Price

5. Best seller

6. Annual sales

7. International operations

8. Number of employees

9. Well-known

10. Specialize
- a. The main office of a company.

b. The total revenue a company earns in a year.

c. The specific area a company focuses on.

d. The amount of money to buy a product.

e. The total number of workers in a company.

f. The most popular product a company sells.

g. Famous and many people recognize it.

h. The companies that are part of a larger group.

i. The activities of a company in other countries.

j. A product that a company sells a lot.

2. Fill in the blanks with the appropriate vocabulary words from the box.

annual sales

best seller

based in

competitors

head office

most famous product

number of employees

operates in

revenue

well known

1. The company's _____ is located in New York City.

2. Apple and Microsoft are major _____ in the tech industry.

3. Coca-Cola's _____ is their famous soda.

4. The _____ of Samsung is very high because its electronic products are very popular.

5. The _____ for Nike is their line of athletic shoes.

6. Amazon makes \$200 billion as _____.

7. The _____ of Toyota is known for its innovative car models.

8. Microsoft _____ 190 countries around the world.

9. Google is _____ Mountain View, California.

10. The company is _____ for their popular products.

3. Read the sentences and determine if they are true or false. Correct the false ones.

1. The head office is usually the biggest branch of the company. **True / False**
2. A company's annual sales mean the money it makes in a year. **True / False**
3. A best seller is not a product that many people buy. **True / False**
4. Specializing means a company does one type of work. **True / False**
5. The price is the money you pay for something. **True / False**
6. International operations mean a company doesn't work in other countries. **True / False**
7. Well-known companies are companies many people know. **True / False**
8. Companies in a group aren't connected and don't work together. **True / False**
9. Revenue is the money a company received from selling products. **True / False**
10. The number of employees is important for a company. **True / False**

4. Choose the correct word to complete each sentence.

1. The company _____ in Japan, but it also has offices in the USA and Europe.
a. is based in b. operates in c. specializes in
2. Our _____ is focused on creating good technology products.
a. best seller b. head office c. specialization
3. The company's _____ is located in London, and it controls all global operations.
a. number of employees b. price c. head office
4. One of the reasons for our high _____ is our popular line of kitchen appliances.
a. price b. best seller c. competitor
5. The _____ for this smartphone is \$999.
a. price b. revenue c. head office
6. The company has 10,000 _____ around the world.
a. well-known b. number of employees c. competitors

1. Fill in the following report using the words from the box below.

annual sales

branches

employ

manufacture

multinational

Headline: Red Moon Inc. Expands Global Presence

Red Moon Inc. is a big 1. _____ company. This year, it is opening new 2. _____ in South America and Africa. This will help them to increase their 3. _____.

The company is famous for its new ideas. They will 4. _____ their products in these new branches. They plan to 5. _____ 500 new workers in these locations.

2. Read the following descriptions and fill in the table.

Emma I work at Tech Solutions. We are an American company with offices in Europe and Asia. We make computers and software. Our main customers are businesses and professionals. This year, our turnover is \$1 billion.	Juan I am with EcoFoods, a Spanish company. We sell organic food products and have operations in Latin America. Our customers are people who care about health. Our turnover is \$500 million.
Mia I work for Global Motors. We are a Japanese company and sell cars and trucks. We have branches in North America and Europe. Our customers include individual car buyers and businesses. Our turnover is \$2 billion.	Ahmed I work at GreenTech, a company from the UAE. We provide renewable energy solutions and operate in the Middle East and Africa. Our clients are companies and governments. Our turnover is \$300 million.

	Emma	Juan	Mia	Ahmed
Company Name				
Company Nationality				
International Operations				
Products				
Target Customers				
Turnover				

3. Read again the descriptions of exercise 1 and say if the following sentences are true or false. Correct the false ones.

1. Tech Solutions is a company based in the USA. *True / False*
2. EcoFoods operates only in Europe. *True / False*
3. Global Motors sells computers and software. *True / False*
4. GreenTech's turnover is \$300 million. *True / False*
5. Mia works at a Japanese company that sells cars and trucks. *True / False*
6. Juan's company, EcoFoods, targets people interested in health. *True / False*
7. GreenTech has operations in North America and Europe. *True / False*
8. Tech Solutions' main customers are people who care about health. *True / False*
9. Ahmed works for a UAE company with operations in the Middle East and Africa. *True / False*
10. Global Motors' turnover is \$500 million. *True / False*

The present simple tense is used to talk about routines, habits, permanent situations, or general truths.

	Affirmative	Negative	Questions
I	I go to work everyday	I don't go to work everyday	Do I go to work every day?
We	They have meetings once a week	They don't have meetings once a week	Do they have meetings once a week?
You	We manage the team	We don't manage the team	Do we manage the team?
They			
He	He goes to work everyday	He doesn't go to work everyday	Does he go to work every day?
She	She has meetings once a week	She doesn't have meetings once a week	Does she have meetings once a week?
It	He manages the team	He doesn't manage the team	Does he manage the team?

Usage of Present Simple in Business English

1. Describing job responsibilities and routines:

- I *manage* the client accounts.
- He *organizes* weekly meetings.

2. Describe company polices:

- Our company *produces* high-quality steel.
- The office *opens* at 9 AM.

3. Discussing permanent situations:

- She *works* in the marketing department.
- We *operate* in three continents.

4. Making general statements about business practices:

- Regular training *improves* employee skills.
- Meetings *require* a clear agenda.

Remember that the verb to be is different, but it is used for the present tense, too.

	Affirmative	Negative	Questions
I	I am in the office	I am not in the office	Am I in the office?
We	We are in the office	We are not in the office	Are we in the office?
You	You are in the office	You aren't in the office	Are you in the office?
They	They are in the office	They aren't in the office	Are they in the office?
He	He is in the office	He isn't in the office	Is he in the office?
She	She is in the office	She isn't in the office	Is she in the office?
It	It is in the office	It isn't in the office	Is it in the office?

1. Describing identity or profession:

- ☐ I am a project manager.
- ☐ She is the CEO of the company.

2. Talking about location:

- ☐ We are in the conference room.
- ☐ The office is downtown.

3. Describing conditions or states:

- ☐ The market is very competitive.
- ☐ Our products are high-quality.

1. Put the verbs in the correct form of the Simple Present.

1. We (not / to be) _____ interested in the investment opportunity.
2. She (to arrange) _____ meetings every Tuesday.
3. Does he (to handle) _____ customer service issues?
4. They (to be) _____ responsible for the yearly budget.
5. I (not / to work) _____ on that project anymore.
6. Where (to be) _____ the headquarters located?
7. She (to send) _____ out the newsletter each month.
8. The company (not / to offer) _____ internships this summer.
9. How many clients (to have) _____ she _____?
10. The employees (to be) _____ very dedicated.

2. Choose the correct verb form for each sentence.

1. The CEO (**is/ are**) not available right now.
2. Who (**manage/ manages**) the IT department?
3. Our office (**doesn't/ don't**) open on weekends.
4. What (**does/ do**) your company specialize in?
5. They (**doesn't/ don't**) accept checks as payment.
6. (**Is/ Are**) the meeting scheduled for tomorrow?
7. He (**doesn't/ don't**) agree with the decision.
8. (**Do/ Does**) everyone understand the new policy?
9. Where (**does/ do**) she report every morning?
10. The team (**work/ works**) well under pressure.



3. Correct the mistakes in each sentence.

1. He don't like the new office layout.
2. Does she has all the details for the report?
3. The managers does not approve the plan.
4. We are not needs extra support for the event.
5. Where are the document?
6. I doesn't know the time of the meeting.
7. Who do handle the marketing inquiries?
8. They isn't responsible for client acquisition.
9. She are in charge of training the new hires.
10. Do he knows we are here?

4. Put the sentence in the correct order.

1. nationality / what / your / is ? _____
2. meetings / he / attend / many / does / ? _____
3. dedicated / are / very / they / to / the / project _____
4. office / our / when / open / does / ? _____
5. why / they / are / here / ? _____
6. is / who / responsible / for / this / ? _____
7. does / handle / how / complaints / customer / she / ? _____
8. are / the / who / guests / these / ? _____
9. agree / do / with / the / document / you / ? _____
10. is / when / the / conference / ? _____

1. Choose the appropriate phrase from the box to complete each sentence (1-10).

Asking someone to repeat information		
Sorry, can you repeat that?	Pardon me?	Could you speak a little louder?
Could you say that again?	What was that again?	Can you say it in another way?
Come again?	Sorry, I didn't catch that.	Could you speak more slowly, please?
Excuse me?	Could you speak up please?	What did you (just) say?

1. _____, can you repeat that?
2. I'm sorry, but _____ a little louder?
3. The connection is poor. _____
4. This is too fast for me. _____, please?
5. Could you _____ another way? I'm not sure I understand.
6. I'm having trouble hearing you _____, please?

2. Decide if the statements are correct or not based on good business communication practices. If they are correct, choose 'YES'. If they are not correct, choose 'NO'.

1. Is it okay to ask someone **"What do you do?"** right after meeting them? **YES/NO**
2. You can ask **"Who do you work for?"** if you already know the person. **YES/NO**
3. Asking **"Where are you from?"** is always a polite way to start a conversation. **YES/NO**
4. Asking **"What's your name (again)?"** can be impolite. **YES/NO**
5. Using **"How about you?"** isn't a good way to continue a conversation. **YES/NO**
6. It is better to ask **"Why are you here?"** politely, based on who you are talking to. **YES/NO**
7. We use **"Can I introduce myself?"** at the start of a meeting. **YES/NO**
8. **"This is..."** is not a good way to introduce someone else. **YES/NO**
9. Saying **"Nice to meet you"** is common after introductions. **YES/NO**



3. Choose the most correct response (a-d) to each scenario.

1. During a networking event, someone approaches you and says, 'Can I introduce myself?'

- a. Nice to meet you.
- b. Who are you?
- c. Of course, please continue.
- d. What do you do?

2. A colleague at a conference asks, 'What's your name again?'

- a. I prefer not to say.
- b. My name is John, what's your name?
- c. Why do you need to know?
- d. My name's / I'm John.

3. You meet someone at a business dinner and they ask, 'Where are you from?'

- a. I don't want to tell you.
- b. I work for BCD Corporation.
- c. I'm originally from Canada.
- d. I handle marketing.

4. In a meeting, someone asks, 'Who do you work for?'

- a. I prefer not to say.
- b. Why do you want to know?
- c. I work for ABC Inc.
- d. I am busy right now.

5. At a job fair, a recruiter asks, 'What do you do?'

- a. Nothing much.
- b. I am a software developer.
- c. That's a secret.
- d. I'm not sure.

6. You're at a workshop and the speaker asks, 'Why are you here?'

- a. I'm not sure, actually.
- b. I am here to learn about new trends in my industry.
- c. You don't need to know.
- d. I don't know.

7. If someone says, 'Nice to meet you', your response is: -

- a. Thanks.
- b. Yes, it is nice.
- c. Nice to meet you, too.
- d. Okay.

4. Put the conversation (a-j) into the correct order (1-10). Number 1, 5 and 10 are in the right position.

- a. What about you, Emily? What do you do?
- b. I'm Charles, by the way. Nice to meet you.
- c. Nice to meet you too, Charles. I work for SolarTech Innovations. We specialize in renewable energy solutions.
- d. ~~Can I introduce myself? I'm new here at this event.~~
- e. Where are you from originally?
- f. I'm from San Francisco, but I live here in New York.
- g. Oh, I see! Why are you here today?
- h. I'm here to meet some potential business partners.
- i. Who do you work for?
- j. ~~I work for TechGiant Solutions. We're into software development mainly for mobile platforms.~~
- k. ~~I'm an investor. Maybe I can help you.~~

1. **d.** Can I introduce myself? I'm new here at this event.

2. _____

3. _____

4. _____

5. **j.** I work for TechGiant Solutions. We're into software development mainly for mobile platforms

6. _____

7. _____

8. _____

9. _____

10. **k.** I'm an investor. Maybe I can help you.



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Business Pre-Intermediate

Unit 1: Companies

Homework – Answer Key

Exercise 1

- | | |
|------|-------|
| 1. a | 6. b |
| 2. h | 7. i |
| 3. f | 8. e |
| 4. d | 9. g |
| 5. j | 10. c |

Exercise 2

- | | |
|------------------------|------------------------|
| 1. head office | 1. annual sales |
| 2. competitors | 2. number of employees |
| 3. most famous product | 3. operates in |
| 4. revenue | 4. based in |
| 5. best seller | 5. well known |

Exercise 3

- | | |
|---|--|
| 1. False – The head office is usually the main office. | 6. False - International operations mean that a company has activities in other countries. |
| 2. True - | 7. True - |
| 3. False - A best seller is a product that many people buy. | 8. False – Companies in a group are connected and work together. |
| 4. True - | 9. True - |
| 5. True - | 10. True - |

Exercise 4

- | |
|---------------------------|
| 1. a. is based in |
| 2. c. specialization |
| 3. c. head office |
| 4. b. best seller |
| 5. a. price |
| 6. b. number of employees |

Exercise 1

- 1. multinational
- 2. branches
- 3. annual sales
- 4. manufacture
- 5. employ

Exercise 2

Exercise 3

- 1. True
- 2. False (EcoFoods operates in Latin America, not just Europe)
- 3. False (Global Motors sells cars and trucks)
- 4. True
- 5. True
- 6. True
- 7. False (GreenTech operates in the Middle East and Africa)
- 8. False (Tech Solutions targets businesses and professionals)
- 9. True
- 10. False (Global Motors' turnover is \$2 billion)

Information	Emma	Juan	Mia	Ahmed
Company Name	Tech Solutions	EcoFoods	Global Motors	GreenTech
Company Nationality	USA	Spain	Japan	UAE
International Operations	in Europe and Asia	in Latin America	in North America and Europe	in the Middle East and Africa
Products	Computers and software	Organic food products	Cars and trucks	Renewable energy solutions
Target Customers	Businesses and professionals	Health-conscious people	Car buyers and businesses	Companies and governments
Turnover	\$1 billion	\$500 million	\$2 billion	\$300 million

Exercise 1

1. are not
2. arranges
3. handle
4. are
5. do not work
6. are
7. sends
8. does not offer
9. does she have
10. are

Exercise 2

1. is
2. manages
3. doesn't
4. does
5. don't
6. Is
7. doesn't
8. Does
9. does
10. works

Exercise 3

1. He **doesn't** like the new office layout.
2. Does she **have** all the details for the report?
3. The managers **do** not approve the plan.
4. We **do** not need extra support for the event.
5. Where **is** the document?
6. I **don't** know the time of the meeting.
7. Who **handles** the marketing inquiries?
8. They **aren't** responsible for client acquisition.
9. She **is** in charge of training the new hires.
10. **Does** he **know** we are here?

Exercise 3

1. What's your nationality?
2. Does he attend many meetings?
3. They are very dedicated to the project.
4. When does our office open?
5. Why are they here?
6. Who is responsible for this?
7. How does she handle customer complaints?
8. Who are these guests?
9. Do you agree with the terms?
10. When is the conference?

Exercise 1

1. sorry
2. could you speak
3. come again
4. could you speak more slowly
5. say it in
6. could you speak up, please?

Exercise 2

1. Is it okay to ask someone **“What do you do?”** right after meeting them? **NO**
2. You can ask **“Who do you work for?”** if you already know the person. **YES**
3. Asking **“Where are you from?”** is always a polite way to start a conversation. **YES**
4. Asking **“What’s your name (again)?”** can be impolite. **YES**
5. Using **“How about you?”** isn’t a good way to continue a conversation. **NO**
6. It is better to ask **“Why are you here?”** politely, based on who you are talking to. **YES**
7. We use **“Can I introduce myself?”** at the start of a meeting. **YES**
8. **“This is...”** is not a good way to introduce someone else. **NO**
9. Saying **“Nice to meet you”** is common after introductions. **YES**

Exercise 3

1. c. Of course, please go ahead.
2. d. My name's / I'm John.
3. c. I'm originally from Canada.
4. c. I work for ABC Inc.
5. b. I am a software developer.
6. b. I am here to learn about new trends in my industry.
7. c. Nice to meet you, too.

Exercise 4

1. **d.** Can I introduce myself? I'm new here at this event.
2. **b.** I'm Charles, by the way. Nice to meet you.
3. **c.** Nice to meet you too, Charles. I work for SolarTech Innovations. We specialize in renewable energy solutions.
4. **i.** Who do you work for?
5. **j.** I work for TechGiant Solutions. We're into software development mainly for mobile platforms.
6. **e.** Where are you from originally?
7. **f.** I'm from San Francisco, but I live in New York.
8. **g.** Oh, I see! Why are you here today?
9. **h.** I'm here to meet some potential business partners.
10. **a.** What about you, Emily? What do you do?
11. **k.** I'm an investor. Maybe I can help you.