

Business Elementary

Unit 3: Location



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Unit 3: Grammar reference and Homework



1. Match the countries in the list to regions 1-6.

The United States – Chile – Iran – Egypt – Argentina – Canada - Costa Rica – Spain – Philippines – Nigeria – Guatemala – Luxembourg

- 1. Central America: _____, _____
- 2. Asia: _____, _____
- 3. Europe: _____, _____
- 4. Africa: _____, _____
- 5. North America: _____, _____
- 6. South America: _____, _____

2. Complete the text with words from the list.

factories - head office - sales offices - distribution centers - R&D centre

I work for an international company. Our **1.** _____ is in London - that's where the management team works.

Our reps work from 40 **2.** _____ around the world, but we only have six **3.** _____ for our stock.

We make the products in the Far East - our **4.** _____ are in China, but our main **5.** _____ is in India - this is where we develop new products.

3. Match the words from 2 to definitions 1-5.

- 1. This is where we test the products and do research and development. _____
- 2. We make our products here. _____
- 3. We deliver the products to customers from this location. _____
- 4. When our sales reps aren't with a customer, they work here. _____
- 5. The Management Department of the company works here. _____

Business communication

1. Put the conversation in the correct order 1-8.

- a. ____ That's right. Can you deliver this week?
- b. ____ Sure. It's X10-PR. And we'd like 50.
- c. ____ Can I order some safety vests, please?
- d. ____ Good afternoon. Johnson Safety Solutions. How can I help you?
- e. ____ Yes, of course. Can I have your company name, please?
- f. ____ Sorry, is that 50?
- g. ____ Of course. It's Hamilton Supplies.
- h. ____ Hamilton Supplies. And can you tell me the product code, please?

2. Put the words in italics in the correct order to continue the conversation from 1.

A: *but / in stock / I'm / don't / sorry / we / the Y5-RS / have*

1. _____. We can deliver on Tuesday. Is that OK?

B: OK, thanks. And *price / I / the / check / can*

2. _____. Is it \$5.35 for one?

A: That's right. *address / delivery / your / What's*

3. _____, please?

B: 81 Luxer Avenue, Florida ST 32587.

A: Sorry. *again / you / that / Can / say*

4. _____, please?

B: 81 Luxer Avenue, Florida ST 32587.

A: Thanks. We'll deliver to that address on Tuesday.

B: Great. *email / Can / my / order / confirm / by / you*

5. _____, please?

A: Of course. *email address / give / Can / me / you / your*

6. _____, please?

B: Yes. It's Miles underscore Weich at castello dot com.

A: *that / say / you / slowly / more / Can*

7. _____, please?

B: Sure. It's Miles underscore Weich at castello dot com.

A: Thanks. I'll send an email to confirm your order.

B: Thanks very much.

A: *for / Thanks / order / your*

8. _____.

3. Choose the correct answer, a or b.

1. JMT Solutions. Can I help you?

- a. Hello. Can I order two tablets, please?
- b. Can you tell me your name, please?

2. My phone number's 0745612389.

- a. I'm sorry, but we don't have that in stock.
- b. Can you speak more slowly, please?

3. Can you confirm by email, please?

- a. Sure, can you give me your email address?
- b. Can you speak more slowly?

4. My name's Sophia Leblanc.

- a. Sure, that's right.
- b. Can you spell that, please?

5. Can you give me the prices, please?

- a. Can you spell that?
- b. Yes, of course.

Grammar Rules

GRAMMAR REFERENCE

There is / There are

there is / there isn't + singular noun

There's a factory in Japan.

There isn't an office in Asia. *there are / there aren't* + plural noun

There are factories all over the globe.

There aren't any offices in America and Europe.

Questions:

Invert *is / are* and *there*.

Is there a factory in America?

Are there offices in Boston?

Short answers:

Don't repeat the subject.

A *Is there an office in Spain?*

B Yes, ***there is.***

A *Are there a lot of employees?*

B No, ***there aren't.***

Some/any

Use *some/any* with plural nouns.

Use *some* in positive sentences.

There are some products in the distribution centre.

Use *any* in negative sentences and questions.

There aren't any products in the sales office.

Are there any managers in the technical centre?

1. Read the information and complete the questions and answers 1-7.

In Cairo Conference and Exhibition Centre	Near to Cairo Conference and Exhibition Centre
1,200 parking spaces	Shops
Chinese garden	Banks
3 large meeting rooms	5-star hotels
Restaurants	Airport

1. Is there an airport near the Conference Centre? _____.
2. _____ meeting rooms? _____.
3. _____ hotels near the Conference Centre? _____.
4. Are there any restaurants in the Conference Centre? Yes, _____.
5. Are there any shops in the Conference Centre? _____.
6. Is there a bank in the Conference Centre? _____.
7. _____ parking spaces? _____.

2. Complete the email with *some/any* or *a/an*.

Send

Dear Sophie,

Our visitors arrive on Wednesday. Please check we have everything ready.

FOOD:
There are **1.** _____ drinks in the meeting room – are there **2.** _____ biscuits? There aren't **3.** _____ sandwiches for lunch, but there is **4.** _____ restaurant near the office.

MEETING ROOMS:
There's **5.** _____ video projector and **6.** _____ pens and paper. There isn't **7.** _____ laptop and there isn't **8.** _____ wireless connection.

ARRIVING:
Are there **9.** _____ parking spaces in the car park for them? There are **10.** _____ name cards for them and **11.** _____ info pack about the company at Reception.

Thanks,
M

3. Tick (✓) the correct sentence, a or b.

1.

- a. Are there any software developer here?
- b. Are there any software developers here?

2.

- a. There isn't any sales office in Argentina.
- b. There isn't a sales office in Argentina.

3.

- a. There are three factories in Brazil and one in Australia.
- b. There's three factories in Brazil and one in Australia.

4.

- a. Is there a car park at the distribution centre?
Yes, there isn't.
- b. Is there a car park at the distribution centre?
No, there isn't.

5.

- a. There aren't any sales reps in Mexico.
- b. There are any sales reps in Mexico.

6.

- a. There are some engineers in the technical centre and some in head office.
- b. There is some engineers in the technical centre and some in head office.

7.

- a. Is there a receptionist in the technical centre?
Yes, there are.
- b. Is there a receptionist in the technical centre?
Yes, there is.

8.

- a. There isn't some distribution centre in Canada.
- b. There isn't a distribution centre in Canada.

Asking to do something

- *Can I order ...?*

Asking for information

- *Can you tell me ...?*
- *Can you confirm ...?*
- *Can I have ...?*
- *Can I check ...?*

Asking for repetition

- *Can you repeat that?*
- *Can you say that again?*
- *Can you say that more slowly, please?*

Giving the reason for the call

- I’m calling about ...

Thanking and saying goodbye

- *Yes, of course. Sure.*
- *(Yes) That’s right. I’m sorry, but ...*
- *Got it.*
- *OK (thanks).*

Answer Keys

Working with words

1.
1. Central America: Guatemala, Costa Rica
2. Asia: Iran, Philippines
3. Europe: Spain, Luxembourg
4. Africa: Egypt, Nigeria
5. North America: United States, Canada
6. South America: Argentina, Chile
2.
1. head office
2. sales offices
3. distribution centers
4. factories
5. R&D centre
3.
1. R&D centre
2. factories
3. distribution centers
4. sales offices
5. head office

Business communication

1.
1. d 5. h
2. c 6. b
3. e 7. f
4. g 8. a
2.
1. I'm sorry, we don't have the Y5-RS in stock
2. Can I check the price
3. What's your delivery address
4. Can you say that again

5. Can you confirm my order by email
6. Can you give me your email address
7. Can you say that more slowly
8. Thanks for your order

3.
1. a
2. b
3. a
4. b
5. b

Language at work

1.
1. Is there an airport near the Conference Centre? Yes.
2. How many meeting rooms? 3 large.
3. Are there any hotels near the Conference Centre? 5-star.
4. Are there any restaurants in the Conference Centre? Yes.
5. Are there any shops in the Conference Centre? No.
6. Is there a bank in the Conference Centre? No.
7. How many parking spaces? 1,200.

2.
1. some 7. a
2. any 8. a
3. any 9. any
4. a 10. some
5. a 11. an
6. some

3.
1. b 5. a
2. b 6. a
3. a 7. b
4. b 8. b