**Home task 1.**

**Task 1. Add the correct question words to the sentences below.**

1. What is your company’s name?
2. What kind of company do you work for?
3. Where/What are your main markets?
4. What countries do you export to/ sell to/ import from?
5. What are its main/ most famous products/ services?
6. Where is your company’s head office?
7. What/Where are your company’s biggest markets?
8. Who is the CEO?
9. Who is the chairman?
10. Who are your main competitors?
11. How often do you use the phone/ attend meetings/ go on business trips?
12. How big is your company?

**Task 2. Insert the prepositions where necessary.**

1. I work in Microsoft.
2. Our head office is in Norway.
3. We are the biggest manufacturer of software products in the world.
4. We export our products to South East Asia and the Pacific Region.
5. We have more 20,000 employees in 23 locations worldwide.
6. Our HQ is about 25 kms from the airport.
7. Our HQ is in the city centre. (Our headquarters is in the city center.)
8. We import meat products to China.
9. How many countries does your company operate with?

**Task 3. Insert the words from the box in the spaces given.**

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| head office/ HQ/ headquarters income/ revenue shareholder founder AGM  (chief) competitors employees |

1. Where is your company’s head office/ HQ/ headquarters based?
2. Has your company’s income/ revenue been going up or down this year?
3. What percentage of the stock does your company’s biggest shareholder own?
4. What is your company’s founder’s name/ telephone number/ salary/ main free time activity?
5. How many people usually attend your company’s AGM?
6. Who are your companies (chief) competitors?
7. How many employees usually attend the AGM?