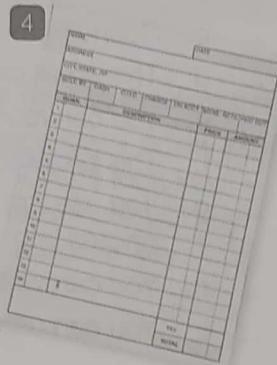
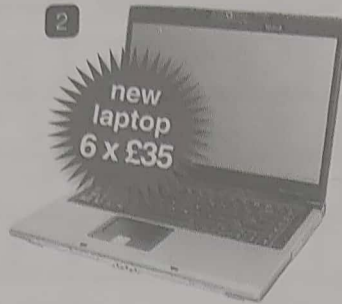


4 Vocabulary and Functional Language

1 Write the correct word or phrase under each picture.

payments • price • invoice • payment date



3 Circle the correct response.

1. Can I charge it?
 - a. Yes. Can you please tell me the number of your account?
 - b. Yes. The price includes VAT.
2. What comes after the subtotal in an invoice?
 - a. The quantity ordered.
 - b. VAT.
3. Can I pay by cheque?
 - a. Yes. The payment date is 30 days from delivery.
 - b. I'm sorry, we only accept cash or credit cards.
4. What goods are we expecting this week?
 - a. Keyboards and monitors.
 - b. Business and retail.
5. Does the price include postage and handling?
 - a. The price per unit is £4.50.
 - b. It will cost more if we're shipping the goods outside the US.

2 Match A to B to form sentences. Pay attention to the words and phrases in bold.

A

1. Pay cash and
2. We couldn't order those headsets
3. I only need one,
4. They haven't got any speakers,
5. We only sell
6. A box of 10 costs £24,
7. The price the sales assistant gave you

B

- a. so the **price per unit** is £2.40.
- b. the best **quality** peripherals.
- c. we will **give** you a **discount**.
- d. doesn't include **VAT**.
- e. so the **delivery date** won't be next week.
- f. because they're **out of stock**.
- g. not a large **quantity**.



4 Circle TWO correct answers.

- A maths problem can be ...
 - complicated
 - simple
 - user-friendly
- This new laptop is ...
 - secure
 - portable
 - practical
- We've got ... TV.
 - a wide-screen
 - an all-in-one
 - a high-resolution
- That company only sells ... products.
 - built-in (*incorporado*)
 - top-of-the-range
 - dependable = *fiable*
- Is this printer ... ?
 - superfast
 - flexible
 - reliable
- Our new computer chairs are ...
 - ergonomic
 - sturdy = *fuertes*
 - compact
- This system is ... That's its big advantage.
 - complicated
 - user-friendly
 - flexible
- Our ... PC cases fit in small spaces.
 - slimline
 - compact
 - powerful

5 Circle the correct answer to show you understand the word in *italics*.

- We need to make our network more *secure* for *better* protection / home use.
- It's *compact*. You need *very little* / a lot of space for it.
- You *can* / *can't* remove the parts. They're *built-in*.
- This is an *all-in-one* printer with a *scanner, copier and fax* / no other functions.
- One of the components which makes a computer *powerful* is its *fan* / *processor*.



Say It!

Read the sentences and circle the correct response.

- Can you recommend a good scanner?
 - The other scanner is more expensive.
 - These scanners are generally the best.
- What quantity do you need?
 - We'll send out the order today.
 - I'll take one white one and three blue ones.
- What's the price per unit?
 - They are £50 each before the discount.
 - I'll give you a 15% discount.
- We're running low on USB chargers.
 - I'll order some more.
 - They aren't good quality.
- I'd like to place an order, please.
 - It will be with you by tomorrow.
 - Certainly. What do you need exactly?
- What's the best model?
 - This model has received really good reviews.
 - We've got three different models.