

8.2 Reducing costs

1

Students' own answers. Example answer:

I spend 20% on food, 10% on transport, 40% on rent, 20% on free time activities and 5% on clothes.

2

Suggested answers:

2 Using a machine to do some of our work
3 didn't work in the office 4 buy new computers and software 5 help us with our work 6 talk about a change 7 moved offices 8 use less electricity

3

1 c 2 d 3 a 4 b 5 h 6 g 7 f
8 e

Extra activities 8.2

A

1 relocated to 2 reviewed 3 negotiated
4 automated 5 outsourced 6 saved 7 worked
8 upgraded

4A

Sentence 3 is false.

4B

move office, save money, save time for employees

Communicative grammar

1 wasn't /was not 2 was it 3 didn't
complete 4 did you save 5 Did you sell

5

1 reduced 2 automated 3 were 4 negotiated
5 bought 6 didn't complete 7 didn't save
8 made 9 relocated 10 didn't work
11 complained 12 had 13 upgraded
14 gave

Extra activities 8.2

B

1 I reduced costs in my department last year.
2 We saw a presentation about new technology yesterday.
3 My computer didn't work this morning.
4 Where did you buy the software?
5 We didn't save money last month.
6 Did you change internet provider?
7 I made a mistake on Friday with the contract, sorry!
8 We received an email about the budget last week.

Pronunciation bank: Pronouncing the letter 'o'

2A

1 office 2 cost 3 product 4 conference
5 contracts 6 problem

2B

1 relocated 2 process 3 only 4 photos
5 negotiated 6 notifies

3

b

6A

Elvira:

- negotiate with our software supplier → have a bad training experience

Hinako:

+ upgrade our technology → have better conference calls with clients

- relocate to a new office → have internet problems

6B

Model answer:

Last week we reviewed our expenses. Now we have a better budget. We can save money! But also, we worked remotely last month. Employees talked only by email.