

ING07_Communication Activities.



Situation

Read the text and listen to the situation.

Eva and Monica have finished organising and filing all the documents that were sent. They didn't know that it was going to be so hard. They had to work long hours and put a great deal of effort into it.

Monica: I've already classified everything, by years and quarters, as Mr. Johnson said.

Eva: Yes, me too, I only have to organise this month's delivery notes and customer reports.

Monica: Do you want me to help you?

Eva: Yes. I would appreciate it very much because the invoices have been a real mess. There were some duplicates and that was a mistake that I had to report. So it has taken me longer than I expected.

Monica: Okay. Don't worry. Take a deep breath! We're going to finish this and then we will be going home. I can't wait to have a shower and a cold drink.

Eva: Thank you very much Monica. What would I do without you?



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1.- Reading exercise.



Test your reading skills.

Complete each sentence with an appropriate economic term from the box.

interest rate / unemployment / exchange rate / labour force / government bureaucracy / gross domestic / balance of trade / inflation rate / foreign investment / tax incentives

1. According to a recent survey, 25 per cent of the [] are earning less than the minimum wage.
2. Less government bureaucracy will encourage [] .
3. The government is offering attractive [] to encourage foreign investment.
4. The higher the [] product of a country, the richer its people are.
5. If you plan to borrow money, you will want to know the [] .
6. In countries where the [] rate is high, young people tend to study more.
7. How many yen to the euro? Do you know the [] , by any chance?
8. So many forms to fill in just to import one photocopier! Nobody needs all this [] .
9. Prices increased again last month so the [] rose to 15 per cent.
10. When the value of country's exports is greater than the value of its imports, we say that the [] is favorable.

Submit

2.- Listening exercise.



Now it's your turn

Listen to the audio and complete the sentences, writing the words in the empty gaps properly.



- ✓ Thank you very much for your [] about / [] ...
- ✓ We are pleased to [] our lowest [] / to [] our latest [] .
- ✓ We can make you a firm offer..
- ✓ Kindly remember: this [] expires on ...
- ✓ The goods you [] about are 📦 sold out, but we can offer you a [] .
- ✓ Please let us have your order as soon as possible, since 📦 suppliers are limited.
- ✓ We [] receiving your order.
- ✓ Your initial order is [] to a special [] of 2%
- ✓ We can [] you a 2% discount on all orders of \$600 in value and over.
- ✓ We can 📦 grant you a 3% discount on orders [] \$200 in value / on [] .

Submit

3.- Speaking exercise.



Speaking skills.

Now, practise the **speaking skill** answering the next questions:

If you want you **can record** your conversation and listen to yourself later to improve your pronunciation.

Explain the economic situation in Spain due to the impact of the Coronavirus pandemic.



Answer the following questions:

- ✓ How does Coronavirus affect the public income of Spain?
- ✓ Are sales revenues affected?
- ✓ Has employment increased or decreased? why?
- ✓ Which economic sectors are the most affected?
- ✓ Has the Spanish economy been harmed?
- ✓ Is there a situation of economic recession?
- ✓ How would you solve this problem?
- ✓ Are companies affected?
- ✓ Should there be subsidies for companies and families?

Show Feedback

Review the economic terms in unit 7. Session 1. Record your conversation and listen to it later.

Be critical of yourself to improve. You can always do it better.

4.- Writing exercise.

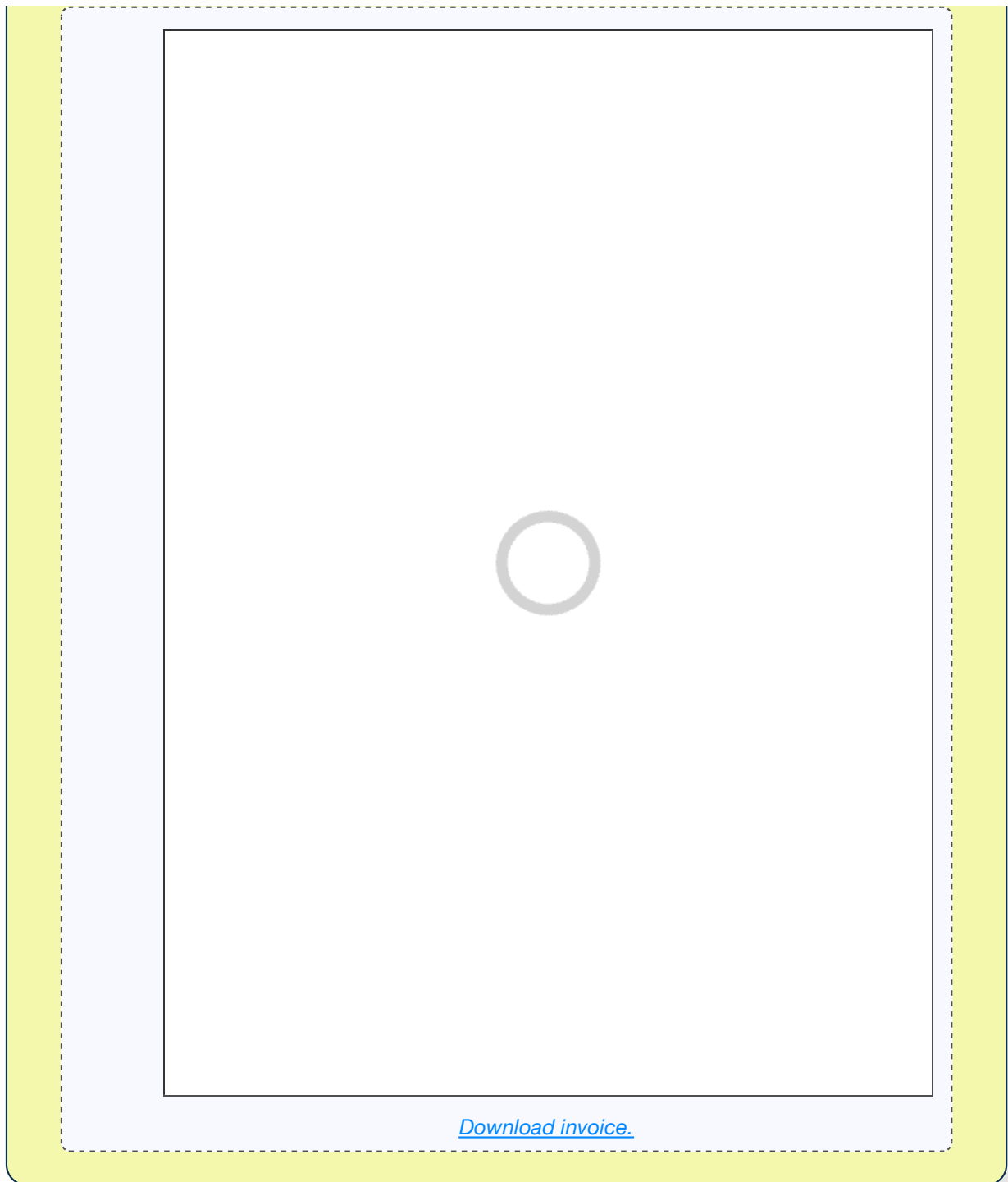


Complete an invoice.

You work in a company that sells wholesale sportswear. You receive an order and along with it you have to send the corresponding invoice. Fill in an invoice with the data shown. Choose any template you prefer ([invoice templates](#))

- ✓ Delivery number: 837/23
- ✓ Customer ID: 736/21
- ✓ Invoice number: 342/2021
- ✓ Product: F394- T-Shirt mountain man.
- ✓ Catalogue: 8366-A
- ✓ Unit: 50
- ✓ Date: 5th October 2021
- ✓ Net amount: 40 € each.
- ✓ TAX RATE: 21%
- ✓ Total amount:
- ✓ Discount: 15% up 100 units.

Show Feedback

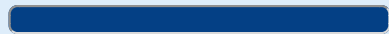


Now it's your turn

Put into the active these sentences. If there is no “by agent”, we use the word people or someone as the subject in the active sentence.

1. English is spoken here.
✔ People [redacted] here.
2. The robber was seen when he was leaving the bank.
✔ Someone [redacted] when he was leaving the bank.
3. The trade fair will be opened next Friday.
✔ People [redacted] the trade fair next Friday.
4. Boris Johnson was elected Primer Minister of the United Kingdom in July, 2019.
✔ United Kingdom [redacted] Boris Johnson president in July, 2019.

5. A bag has been found in the office by the cleaner.





a bag in the office.

Submit

Appendix.- Licences of resources.

Licenses of resources.

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
	<p>By: Docpop. License: CC by-nc 2.0. From: http://www.flickr.com/photos/docpopular/13539823</p>		<p>By: Stevendepolo. License: CC by 2.0. From: http://www.flickr.com/photos/stevendepolo/2134263/</p>