

# 9 | Practice file

## Working with words

1 Complete this email with words from the list.

up-to-date fast wide low friendly high

Our <sup>1</sup>\_\_\_\_\_ range of products is of <sup>2</sup>\_\_\_\_\_ quality and we always offer <sup>3</sup>\_\_\_\_\_ prices. We produce our products using modern machines and <sup>4</sup>\_\_\_\_\_ technology. You can see all the products in our brochure and read about our <sup>5</sup>\_\_\_\_\_ delivery times and <sup>6</sup>\_\_\_\_\_ customer service.

Please call us or order online.

2 Choose the correct adjective from a, b, or c.

- 1 We use \_\_\_ technology to build our systems.
  - 2 Don't buy from BNS, their prices are too \_\_\_.
  - 3 We have a \_\_\_ choice of products.
  - 4 Our new offices are in a \_\_\_ location.
  - 5 We offer a \_\_\_ delivery time for urgent orders.
  - 6 They are expensive, but they produce \_\_\_-quality products.
- |                |             |              |
|----------------|-------------|--------------|
| 1 a friendly   | b low       | c up-to-date |
| 2 a high       | b fast      | c bad        |
| 3 a up-to-date | b wide      | c high       |
| 4 a slow       | b good      | c wide       |
| 5 a fast       | b expensive | c good       |
| 6 a wide       | b bad       | c high       |

3 Put the letters in *italics* in the right order to complete the presentation.

We are very competitive and are number two in the market. Why? We offer *findrey* <sup>1</sup>\_\_\_\_\_ customer service. We can guarantee fast *dylvreei tmie* <sup>2</sup>\_\_\_\_\_ of our products and, although they are sometimes *epxnseiev* <sup>3</sup>\_\_\_\_\_, the products are high *qyultai* <sup>4</sup>\_\_\_\_\_ and there is a wide *coihce* <sup>5</sup>\_\_\_\_\_. The customer service office is also in a *odog* <sup>6</sup>\_\_\_\_\_ location for our customers.

## Business communication

1 Underline the correct word in *italics*.

- A I have two quotes here for office printers. It's difficult to choose one.
- B How do they <sup>1</sup>*compare / better*?
- A Lexi is <sup>2</sup>*difference / similar* to Samsonic.
- B So what's the <sup>3</sup>*difference / compare*?
- A The <sup>4</sup>*advantage / better* of the Lexi is it works with a wireless network.
- B That sounds good.
- A Yes, but it's more expensive.
- B The Samsonic is cheaper, but the <sup>5</sup>*comparison / disadvantage* is it is more difficult to use and isn't wireless.
- A I <sup>6</sup>*choice / prefer* the Lexi – it's a higher price but better for our office.
- B OK.

2 Put this conversation in the right order. The first and last lines are correct.

- a 1 A I have two hotels that look good. Which should we book?
- b \_\_\_ B Let's choose Mercure – breakfast is included, we have transport, and we can get a taxi to the centre of town.
- c \_\_\_ A Well, Mercure is similar to Ibis. Mercure has breakfast included, but Ibis doesn't.
- d \_\_\_ B How do they compare?
- e \_\_\_ A Exactly. But the disadvantage of Ibis is it only has a suite free – no single rooms.
- f \_\_\_ B So we don't need a hire car?
- g \_\_\_ A Yes, breakfast is good, but the advantage of Ibis is its location. It's more central.
- h \_\_\_ B Well I'd like breakfast in the price.
- i \_\_\_ B Oh, does Mercure have single rooms?
- j \_\_\_ A Yes, and the advantage of Mercure is we can have free pick up from the airport.
- k 11 A OK – I'll book it.

## Language at work | Comparatives

### Comparatives

#### Form

#### One-syllable adjectives (also some two-syllable adjectives)

Adjectives ending in a consonant: add *-er*

*fast* → *faster*

Adjectives ending in *-e*: add *-r*

*wide* → *wider*

Adjectives ending in a vowel + consonant: double the consonant and add *-er*

*big* → *bigger*

Adjectives ending in *-y*: replace the *-y* with *-ier*

*easy* → *easier*

#### Long adjectives – 2 syllables or more

Put *more* before the adjective. The adjective doesn't change.

*difficult* → *more difficult*

#### Irregular adjectives

*good* → *better*

*bad* → *worse*

#### Use

Use a comparative form to say how something is different from something else.

*I prefer online shopping because it has a wider choice.*

#### Than

To compare two things use *than* after the adjective.

*A Daewoo is cheaper than an Audi.*

*Softel is more expensive than Novotel.*

*Express delivery is faster than standard delivery.*

- 1** Put these adjectives in the correct row in the table and then add their comparative forms.

friendly	expensive	low	experienced
easy	difficult	fast	cheap

Adjective	Comparative
1	+ <i>-er</i>
_____	_____
_____	_____
_____	_____
2	+ <i>-ier</i>
_____	_____
_____	_____
_____	_____
3	+ <i>more</i>
_____	_____
_____	_____
_____	_____

- 2** Correct the mistakes.

- easyJet is often more cheap than British Airways.  
\_\_\_\_\_
- Vodafone offers a gooder service than my phone provider. \_\_\_\_\_
- Our office is in a more expensive location like our competitor's. \_\_\_\_\_
- Spanish is easier to learn than Japanese.  
\_\_\_\_\_
- Our customers are often more experienced that our technicians. \_\_\_\_\_
- The competitors offer more lower prices than us.  
\_\_\_\_\_
- The new mobile phone is more difficulter to use than the old model. \_\_\_\_\_
- Their customer service is worser than before.  
\_\_\_\_\_

- 3** Complete this text with words from the list.

friendlier    higher    expensive    wider    than  
more (x2)    easier    better    worse

### REPORT: Our market position in comparison to our competitor in the supermarket business.

- Our products are often <sup>1</sup>\_\_\_\_\_ expensive, but we offer a <sup>2</sup>\_\_\_\_\_ choice <sup>3</sup>\_\_\_\_\_ them.
- Quality of our products is always <sup>4</sup>\_\_\_\_\_ than theirs.
- Their sales staff are well trained and <sup>5</sup>\_\_\_\_\_ experienced than our shop assistants.
- Customers say our staff are <sup>6</sup>\_\_\_\_\_ than the competitor's.
- Our stores are in more <sup>7</sup>\_\_\_\_\_ locations, but we are <sup>8</sup>\_\_\_\_\_ to find than the competitor.

In conclusion, it's not possible to say our store is <sup>9</sup>\_\_\_\_\_ or <sup>10</sup>\_\_\_\_\_ than the competitor. We have different qualities.

