

4 | Practice file

Working with words

1 Complete the text by finishing the words.

Masai Barefoot Technology

The Swiss engineer, Karl Muller, had the ¹ original idea for MBTs when he noticed that walking in Korea with no shoes helped his back pain. Back in Switzerland he started experimenting with shoes that copied barefoot walking. He did some ² m r _____. After ten years, he completed the ³ d _____ of his first shoe, the Schritt Masai (Masai Step), but he did many more ⁴ p _____ t _____ before it went on the market. When he was satisfied he ⁵ b _____ the p _____ with the name of an East African tribe, the Masai, who are well known for running barefoot through the bush. He ⁶ l _____ the shoes in 2000 and sold 20,000 pairs that year. Since then, Karl Muller has sold over a million pairs of MBTs in 20 different countries in the world.

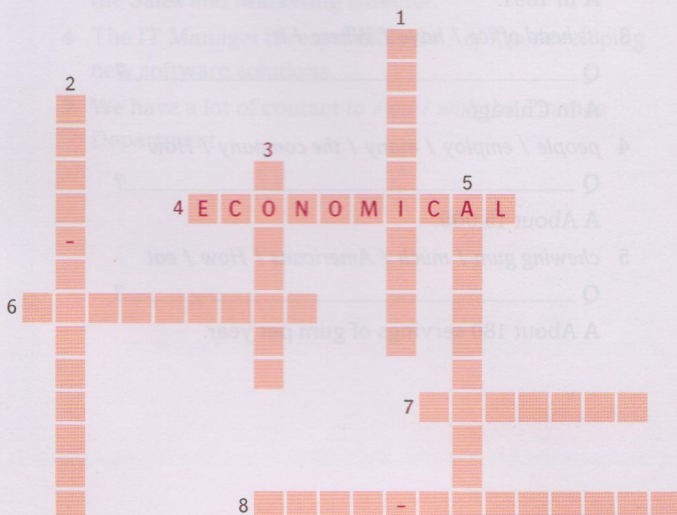
2 Complete the clues to the crossword. Then use your answers to complete the crossword.

Clues across

- Our carpooling system is much cheaper for the staff. It's more economical.
- Our new car is much easier to park. It's very _____ for driving in the centre.
- The new reception area looks more modern. It's quite _____.
- They took a long time planning the new model. It's very _____.

Clues down

- The new office furniture is exactly what we needed. It's very _____.
- The operating system on my computer is easy to use. It's very _____.
- Jack's new PDA fits in his pocket. It's quite _____.
- I really like our new uniforms. They're really _____.



Business communication

1 A catering company has done some research into buying a new marquee. Put the sentences in the report about the research in the right order.

- 1 The purpose of our research was to find a new marquee to replace our old ones. We wanted
- Finally, we interviewed the customer and our employees. We asked
- our technicians what they thought of the marquee. We found
- that the T-system was easier to pack and transport than our old ones.
- to the Sales Director who agreed to let us have one on trial.
- Why did we choose the T-system Marquee? Because of its spacious design.
- Then, we took the marquee to our next venue and put it up.
- First, we contacted Bond Fabrications which produces marquees. We spoke
- to find out how easy the marquee would be to transport.

2 A restaurant has done some research into buying new uniforms for its staff. Complete the report about the research using the phrases below.

- | | | |
|---------|----------------|------------------------------|
| Finally | We found that | We wanted |
| Then | Why do we need | We spoke to |
| First | The purpose | We asked customers and staff |

I'm here to report on our research into companies that make staff uniforms.

¹ The purpose of our research was to find a company that creates original designs at a reasonable price.
² _____ to find the best company to design our next set of uniforms.
³ _____ new uniforms?
 Because customers have complained about the appearance of our serving staff. ⁴ _____, we made a list of all the possible companies we could find.
⁵ _____, we chose the top three companies. ⁶ _____ the Sales Department of each of the companies and asked them to send us a sample design.
⁷ _____, three members of staff wore the samples in the restaurant for a week.
⁸ _____ for their opinion of the uniforms. ⁹ _____ the most popular uniform with customers was the one designed by Business Style because of its bright colours and modern design. The staff also preferred this uniform because it was comfortable and easy to wash.

Past simple

Form

Positive: Add *-ed* to the infinitive of regular verbs.

We started work at 7.00 yesterday.

Add *-d* to the infinitive or **regular verbs** ending in *-e*.

She lived in Switzerland.

Change the *-y* to *-i* and add *-ed* to **regular verbs** ending in consonant + *-y*.

He tried to find a new job.

Double the final consonant of short **regular verbs** ending in vowel + consonant.

I stopped the car.

Many verbs are irregular. Irregular verb forms do not end in *-ed*.

For **irregular verb forms** see page 134.

Negative: Put *didn't* before the infinitive of both regular and irregular verbs.

I didn't want to be late for the meeting.

They didn't see the manager.

Questions

1 Put *did* before the subject and the infinitive of both regular and irregular verbs.

When did they arrive?

Where did you go?

2 To give a short answer to *yes / no* questions in the past simple, use the subject + *did / didn't*.

Did he email you yesterday? Yes, he did. / No, he didn't.

Use

Use the past simple to describe a finished action in the past.

They sent the parcel on Monday, but it didn't arrive until Friday.

Words and phrases we often use with the past simple are: *yesterday, last week, last year, in 2005, five years ago.*

Language tip

The verb *be* does not use the auxiliary verb *did* to form the negative or questions.

The manager wasn't in the office yesterday.

Were the products well-designed?

1 Complete the text with the past simple form of the verbs in brackets.

Last week I ¹ was (be) very busy. On Monday morning our biggest customer ² _____ (visit) our factory. I ³ _____ (meet) her at the airport at 7.00 in the morning and ⁴ _____ (take) her to the plant. In the afternoon we ⁵ _____ (have) a meeting which ⁶ _____ (not finish) late, and she ⁷ _____ (want) to see a show afterwards. On Tuesday I ⁸ _____ (fly) to Berlin for a conference. In the afternoon I ⁹ _____ (make) a presentation which ¹⁰ _____ (not go) very well. The next day I ¹¹ _____ (go) to Stuttgart to meet a supplier. On Thursday we ¹² _____ (interview) candidates for the new sales jobs, but we ¹³ _____ (not find) anybody suitable. In the evening I ¹⁴ _____ (play) squash in the company tournament, but, unfortunately, I ¹⁵ _____ (not win). On Friday I ¹⁶ _____ (reply) to all my emails and ¹⁷ _____ (write) a proposal for an Austrian company. In the afternoon I ¹⁸ _____ (attend) a planning meeting which ¹⁹ _____ (end) very late in the evening. I ²⁰ _____ (not get) home until midnight!

2 Complete the questions.

- 1 What time did they arrive ?
They arrived at 9 o'clock.
- 2 Where _____ ?
We had lunch in the staff canteen.
- 3 Who _____ at the conference?
I saw our colleagues from the Buenos Aires office.
- 4 Why _____ the meeting?
The manager left the meeting because he had an urgent phone call.
- 5 Which hotel _____ at?
They stayed at the Hilton.
- 6 When _____ the company?
She joined the company last year.
- 7 How long _____ with the visitors?
I spent all day with them.
- 8 How many emails _____ ?
We sent about a hundred.