

Exercise 3: Matching

1. First read through the specimen fax on page 20 from Neumoden GmbH to Ziang Kong Garments Co. Ltd in Taipei.
2. Next use the text of the fax to match the verbs in Column A with the nouns in Column B.

Column A

Verbs

1. to see
2. to send
3. to include
4. to require
5. to obtain
6. to meet
7. to place

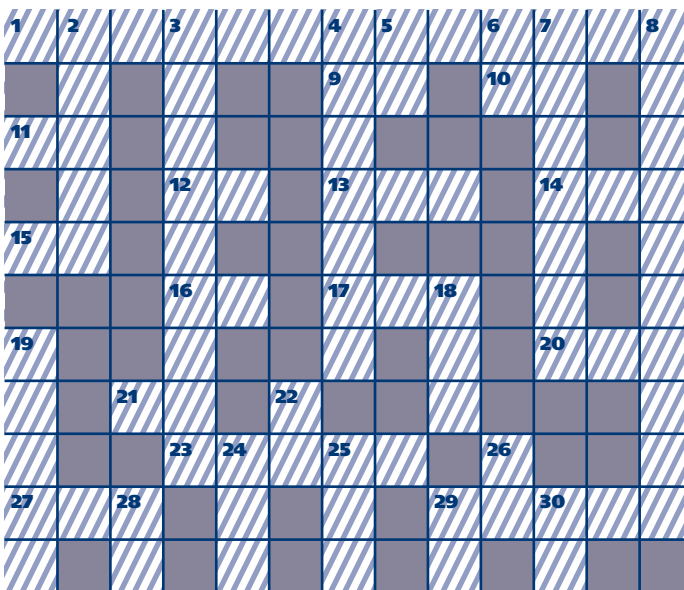
Column B

Nouns

- a. our requirements
- b. references
- c. an order
- d. an advertisement
- e. details
- f. sales literature
- g. a quotation

Exercise 4: Crossword

Look at the phraseology and vocabulary list for this unit on pages 24 / 25 and 31 / 32 to help you find some of the answers to this crossword. Write your answers on the worksheet provided.



Clues

Across

1. "We have seen your in the latest edition of 'Business Weekly'..."
9. opposite of "yes"
10. short form of the answer to clue no. 1
11. I am, you are, he .
12. "Look at that car. How much does cost?"

13. another word for a “can”
14. In England most people drink [] .
15. “[] goods of this nature are in demand at present ...”
16. “I can see you and you can see [] .”
17. *Teacher:* Is anybody away today?
Class: No, we’re [] here.
20. Neither Sally [] Martin can speak French.
21. “We’re interested [] importing your products.”
23. conditions
27. If you’re hungry it’s best to [] something.
29. “If your products correspond to our customers’ wishes, we’ll place a substantial [] .”

Down

2. In offices people sit at [] .
3. Computers, fax machines, photocopiers and telephone answering machines are all examples of office [] .
4. a *first* order – an [] order
5. The goods were [] expensive that we didn’t buy them.
6. another word for “mum”
7. “We have seen your advertisement in the latest [] of ‘PhotoPro’ ...”
8. If you want to test a product, you place a [] . (2 words)
18. “We would be grateful if you would [] us have a quotation.”
19. “If your [] meets our requirements, ...”
22. “Would you like large, medium [] small T-shirts?”
24. the part of the body you see with
25. “Pat isn’t a woman. He’s a [] .”
26. “You can either take the goods now [] come back tomorrow.”
(*same as no. 22*)
28. “We look forward [] hearing from you soon.”
29. “We’ve seen your company’s web site [] the Internet.”
30. “Do you speak English?” – “Yes, I [] .”

Vocabulary List

ad (advertisement)	<i>Anzeige; Reklame</i>	initial order	<i>Erstauftrag</i>
add	<i>hinzufügen</i>	jumbled	<i>durcheinander gewürfelt, in der falschen Reihenfolge</i>
advertisement	<i>Anzeige</i>		
after receipt of our order	<i>nach Erhalt unseres Auftrags</i>	latest	<i>neueste(r, s)</i>
appreciate	<i>schätzen; dankbar sein für</i>	latest, at the ~	<i>spätestens</i>
appropriate, as ~	<i>wie geeignet, wie passend</i>	leading	<i>führend</i>
as	<i>da</i>	location	<i>Ort</i>
available	<i>erhältlich</i>	long-standing	<i>hier: längjährig</i>
beyond	<i>darüber hinaus</i>	look, to ~ forward to	<i>sich freuen auf</i>
chamber of commerce	<i>Handelskammer</i>	major	<i>größere(r, s)</i>
commercial directory	<i>Handelsadressbuch</i>	managing director	<i>Geschäftsführer/in</i>
common	<i>häufig; üblich</i>	manufacture, to ~	<i>herstellen, fertigen, erzeugen</i>
comprehensive	<i>umfassend</i>	meet our requirements	<i>unsere Anforderungen entsprechen</i>
consulate	<i>Konsulat</i>	neither ... nor	<i>weder ... noch</i>
correspond to	<i>entsprechen</i>	obtain	<i>erhalten; hier: erhältlich sein</i>
current	<i>aktuell</i>	of this nature	<i>dieser Art</i>
decide	<i>entscheiden</i>	particularly	<i>insbesondere</i>
delivery date / period	<i>Liefertermin, -zeit</i>	place an order	<i>einen Auftrag erteilen</i>
demonstrate	<i>vorführen</i>	polite	<i>höflich</i>
describe	<i>beschreiben</i>	premises	<i>Geschäftsräume</i>
discount (see p. 24, Phraseology)	<i>Rabatt, Nachlass</i>	provide with quotation	<i>hier: zukommen lassen</i>
distribute	<i>vertreiben</i>	rapidly	<i>schnell, rasch</i>
distributor	<i>Vertriebsfirma</i>	recent	<i>letzte(r, s)</i>
edition	<i>Ausgabe</i>	recommendation	<i>Empfehlung</i>
embassy	<i>Botschaft</i>	reply, a ~	<i>Antwort</i>
equipment	<i>Ausstattung; Geräte</i>	request, a ~	<i>Bitte</i>
EU	<i>Europäische Union</i>	require	<i>benötigen</i>
exhibition	<i>Ausstellung</i>	sales literature / material	<i>Verkaufsliteratur</i>
extensive	<i>ausgedehnt</i>	sales network	<i>Verkaufsnetz</i>
fashions	<i>Mode</i>	sample, a ~	<i>Muster; Probe</i>
fast-growing	<i>schnell wachsend</i>	sell well	<i>hier: sich gut verkaufen lassen</i>
franco to our premises	<i>frei Haus, frei zu unseren Geschäftsräumen</i>	shortly	<i>bald, in Kürze</i>
furniture	<i>Möbel</i>	should you ...	<i>sollten Sie ...</i>
further	<i>weitere(r, s)</i>	sizeable	<i>größere(r, s)</i>
grant, to ~	<i>gewähren</i>	source	<i>Quelle</i>
grateful	<i>dankbar</i>	specialise in	<i>sich spezialisieren auf</i>
growing	<i>wachsend</i>	specimen	<i>Muster</i>
head buyer	<i>Chefeinkäufer/in</i>	spirits	<i>Spirituosen</i>
illustrated	<i>bebildert</i>	state, to ~	<i>angeben</i>
impress	<i>beeindrucken</i>	substantial	<i>beträchtlich</i>
in demand	<i>begehrt; gefragt</i>	successful	<i>erfolgreich</i>
include	<i>einschließen</i>	supplier	<i>Lieferant</i>
indicate	<i>angeben</i>	supply, to ~	<i>(be)liefern mit</i>
		terms of delivery	<i>Lieferbedingungen</i>

terms of payment	<i>Zahlungsbedingungen</i>
throughout ...	<i>in ganz ...</i>
trade fair	<i>Handelsmesse</i>
trade journal	<i>Fachzeitschrift</i>
trial order	<i>Probeauftrag</i>
well-established	<i>gut eingeführt</i>
wholesaler	<i>Großhändler</i>
willing, to be ~	<i>bereit sein</i>