

BUSINESS AND MONEY

Read the text and decide which answer (A, B, C or D) best fits each space.

Ours is a vanishing world, one in which the familiar is constantly disappearing and technological change is often difficult to cope with. So it should come (1) *..B...* no surprise to most of us to hear that yet another part of everyday life is about to go for ever. Apparently, within the next decade, money as we (2) *.....* it will probably (3) *.....* to exist in technologically advanced countries. (4) *.....* Professor Gerry Montague of the Institute for Economic Reform, the familiar coins and banknotes will soon be replaced entirely by credit cards of various kinds. And the shop of the future will be linked directly to the network of banking computers. The assistant will simply key in your bank account code number and the amount you have spent, and thank you politely. You won't have to dig (5) *.....* in your pockets for change. You may not even have a number for your account as such, as the computer may by then be able to read your handprint. So no more instances of credit card (6) *.....*. But I am afraid that I shall miss money. I have felt (7) *.....* attached to it, ever since I received my first pocket (8) *.....* when I was five, and kept it in a money-box. Even if my credit card of the future will be able to tell me exactly how much spending (9) *.....* I have left in the computer files, even if it lights up and plays a happy (or sad) tune at the same time, nothing will be able to replace the (10) *.....* pleasure I gained from rattling the coins in my money-box.

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|------------------------|--------------|----------------|-------------|
| 1) A with | B as | C to | D in |
| 2) A have | B see | C know | D believe |
| 3) A cease | B stop | C fail | D conclude |
| 4) A With reference to | B Further to | C According to | D Owing to |
| 5) A far | B long | C tall | D deep |
| 6) A deceit | B trickery | C pretence | D fraud |
| 7) A heavily | B strongly | C widely | D largely |
| 8) A cash | B coins | C money | D gold |
| 9) A capacity | B potential | C capability | D power |
| 10) A sheer | B complete | C entire | D downright |

Match each sentence (a-i) with a sentence from (1-9) which has a similar meaning.

- | | |
|---|--|
| a) We have to haggle.5..... | 1 We have a high expenditure. |
| b) We have a nice little nest-egg.2..... | 2 We are very thrifty. |
| c) We spend a lot.3..... | 3 We let people borrow from us. |
| d) We are in debt.4..... | 4 We earn according to what we sell. I |
| e) We don't waste money.5..... | 5 We argue about the price. |
| f) We are paid on commission.6..... | 6 We have a high income. |
| g) We want a rise.7..... | 7 We need higher wages. |
| h) We lend money.8..... | 8 We owe money. |
| i) We earn a lot.9..... | 9 We have some savings. |

Take one word from each column to complete the collocations you need for each space.

Column A
stock, tax, raise, monthly,
savings, down, household,
current, earns, business

Column B
capital, venture, account,
exchange, installments, account,
return, interest, bills, payment

Advisor: ... and what about your bank details?

Mr Lumley: Well, I have a regular (1) *...current account...* from which we pay all our (2) *.....* such as gas and water, and also a (3) *.....* which (4) *.....* at a rate of 4%.

Advisor: I notice you have a regular monthly payment of £200 going out to JCS. What's that?

Mr Lumley: Oh yes, that'll be the settee. We made an initial (5) *.....* of £400; then we're paying the rest in (6) *.....* of £200.

Advisor: Right, and do you have any other savings or investments?

Mr Lumley: I have some shares invested on the (7) *.....* but their value has gone down to just a few hundred pounds.

Advisor: And last time we spoke, you were talking about maybe starting a new (8) *.....* with a colleague.

Mr Lumley: No, that's fallen through. We couldn't (9) *.....* the necessary *.....* to satisfy the bank manager. Probably just as well. It will make filling in my (10) *.....* a lot easier.

Advisor: Yes, that's certainly true. It all gets very complicated if you're self-employed ...

- 6 Using the draft as a guide, complete the letter. Use one or two words in each space. The words you need do not occur in the draft.

Draft

Dear Mrs Carter

Very sorry for any trouble re consignment 3882, which we sent two weeks late I and then with the wrong contents - we like to think our packing is usually up to scratch. So that there are no hard feelings, we are going to send you £200 to make up for our mistakes. You'll find a cheque in this envelope. Please could you contact me to let me know you've got it. Up to now we've had an excellent relationship, which we don't want to lose. Always ready to help -
Yours, Mike Leggett
(Customer Services Assistant)

Dear Mrs Carter,

Please accept my apologies for any (1) *...inconvenience...* caused to you by the late (2) *.....* and incorrect contents of consignment 3882. We pride ourselves in maintaining a consistently high (3) *.....* of packing. As a goodwill (4) *.....*, we are sending you £200 by way of (5) *.....*. Please find a cheque for this amount (6) *.....*. Will you be good (7) *.....* to (8) *.....* receipt of this cheque?

To (9) *.....*, we have had an excellent working relationship, which we wish to maintain at all costs. We are always at (10) *.....*

Yours sincerely,

John Barr

- 4 Underline the two words that are appropriate in each sentence.

- Harry has a good salary. He *gains/gets/makes* over £20,000 a year.
- Mary was awarded a *grant/scholarship/subsidy* to study child psychology.
- How much did you *give/pay/take* for your new car?
- Their house *fetched/produced/sold* for a lot more than they expected.
- I'm going to the bank to *get out/remove/withdraw* the money for the rent.
- The manager disappeared with the *receipts/takings/wages* from the concert.
- By the time Kate retired she was a *fortunate/prosperous/wealthy* businesswoman.
- We had a good holiday but it was rather *costly/expensive/valuable*.
- Unfortunately the old painting I found turned out to be *priceless/valueless/worthless*.
- We would appreciate it if you would *close/settle/pay* your bill as soon as possible.

