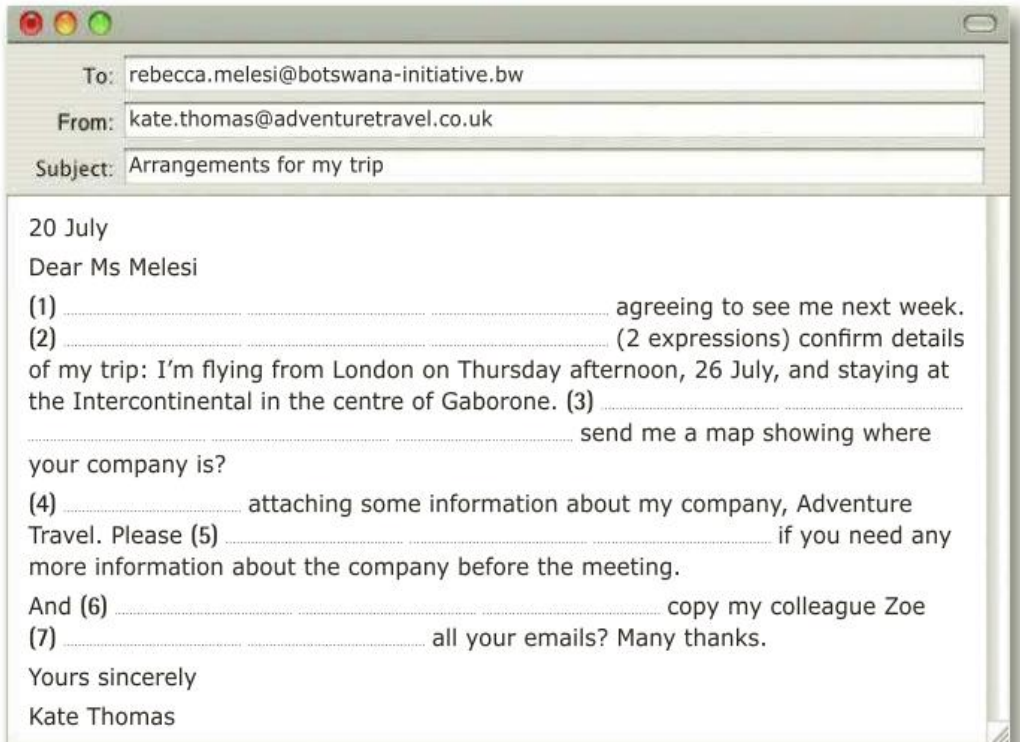


51.1 Look at A, B, C and D opposite. Complete this message.



51.2 Look at B opposite. Match the situations (1–6) with the sentences (a–f).

With an email, you want to send:

- | | |
|----------------------------------------------------------|-----------------------------------------------------------------------------|
| 1 a drawing to help understand something | a I've scanned the correspondence and am attaching it. |
| 2 information about your company's products | b Please find attached a report. |
| 3 a drawing to show your company's location | c I'm attaching a scan of something I drew quickly to show you what I mean. |
| 4 a document with detailed figures on costs | d I'm attaching a product catalogue. |
| 5 a document with information about a particular subject | e Please find attached a map. |
| 6 copies of some letters received through the post | f Here's a spreadsheet. |

51.3 Look at C and D opposite. Complete these sentences with one extra word where necessary or write '-' if the sentence is already complete.

- 1 Could you call me next week?
- 2 Please could you copy my colleagues on any emails that you send?
- 3 Would it be possible to let me know if you need anything else?
- 4 I sent the wrong attachment just now. Please delete it.
- 5 Please forward the attached photos the sales team.

Over to you



Write a message to an important client who is visiting your company next week, attaching a map to show where your company is. Remember to use formal language.

52.1 Complete the email with these expressions from A and B opposite.

Best cannot pleasure say sorry unable unfortunately

Dear Mr Takeshita
 It was a (1) to meet you in Seoul last month to discuss the idea of working together with your company. We really liked your products. We have looked at the figures in more detail and we have decided that (2) it would be difficult to sell your company's products here in South Korea. I am (3) to (4) that we (5) agree to your proposals and we are (6) to continue our discussions.
 However, I hope we may be able to do business together in the future.
 (7) regards
 Rae Woo

52.2 Use correct forms of expressions from A and B opposite to complete this email.

Dear Rebecca
 It was very (1) (2) (2 expressions) you in Botswana last week. Thanks also for a great game of golf.
 I have discussed your proposals with my colleagues, and (3) (2 expressions) to say that we have decided to (4) and look at them in more detail.
 We would like to discuss your ideas for holidays in Botswana for UK customers starting next year. I'm attaching a spreadsheet with some figures – possible prices, numbers of customers, etc.
 Also attached is some information about Adventure Travel. Please (5) to ask if you need any more information about the company.
 Looking forward to (6) from you and to (7) business with you.
 Yours sincerely
 Kate Thomas
 Sales director, Adventure Travel

52.3 Look at C opposite. Change these sentences from formal to informal. Look at the example before you begin.

- 1 I have posted the brochure to you. (contraction) *I've posted*
- 2 I enjoyed meeting you last week. (missing word)
- 3 I am so glad you had a nice trip back to Jakarta. (contraction)
- 4 They are very interested in working with you. (contraction)
- 5 Please be very careful not to tell anyone. (2 abbreviations, a letter and a number)

52.4 Look at C opposite. Change these sentences from informal to formal.

- 1 Arrive in NY on Mon.
- 2 It was v good 2 speak to you yesterday.
- 3 I'll be in tch agn soon.
- 4 CUL8R.
- 5 More info 2B sent L8R 2day.

Over to you

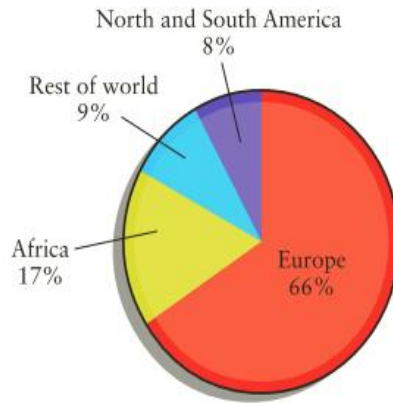


Write an email with an attachment a) to send to a colleague, and b) to send to a customer. Use formal and informal language.

A

Pie charts




This pie chart shows where French people went abroad on holiday last year.



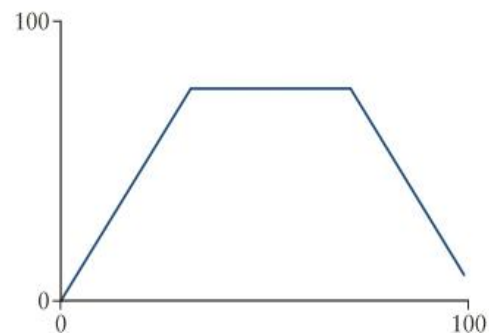
This segment	shows	that most people went to Europe on holiday – 66 per cent.
The orange segment		the proportion of people who went to Africa – 17 per cent.
The yellow segment		the percentage of people who went to North and South America – 8 per cent.
The segment shaded blue		

B

Graphs and bar charts

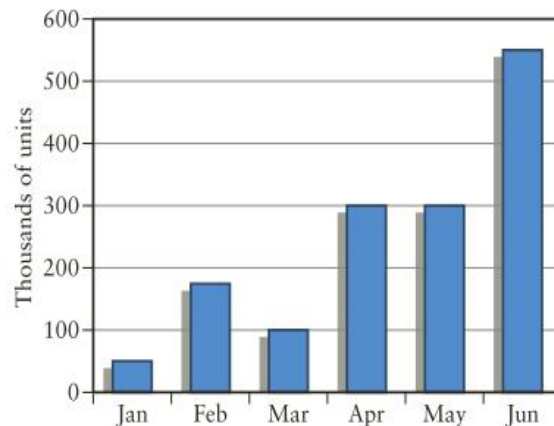
		
rise	stay the same	fall
go up	remain steady	go down
increase	level off	decrease

This line graph shows how figures/quantities/sales rose, stayed the same and fell.



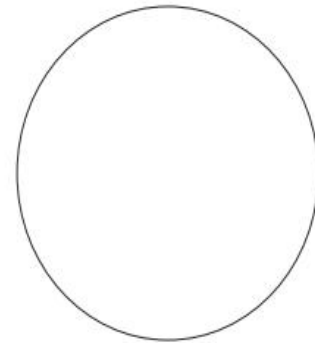
This bar graph or bar chart shows sales of Ruby phones from January to June last year.

In January last year, Ruby sold 50,000 phones. In February, sales increased to 175,000. Sales in March decreased from 175,000 to 100,000 units. In April, sales went up by 200,000 units to 300,000 units and in May they remained steady. Then in June, sales went up by 250,000 units to 550,000 units.



56.1 Look at A opposite. Complete and label the pie chart using the information below.

Hybrid (petrol plus battery) cars sold in the US last year	
Model	Percentage
Prius	60%
Camry	15%
Civic	11%
Highlander	7.5%
Escape	6.5%
Total	100%



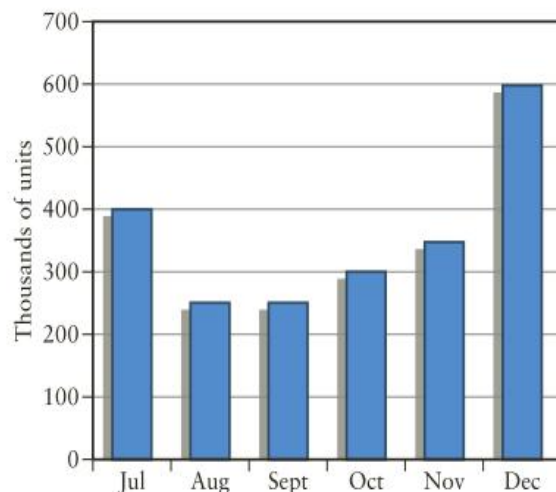
Now write a sentence about one of the segments.

56.2 Complete the table with verbs from B opposite. Look at Irregular verbs on page 142.

Infinitive	Past simple
	decreased
	fell
	went down
	increased
	rose
	stayed the same
	remained steady
	levelled off

56.3 Look at B opposite. Complete the description of this bar graph.

In July last year, Ruby sold 400,000 phones. In August, sales (1) to 250,000. Sales in September (2) In October, sales increased (3) 50,000 units to 300,000 units and in November they rose (4) 300,000 (5) 350,000 units. Then in December, sales went (6) by 250,000 units to 600,000 units.



Sales of Ruby mobile phones from July to December last year

Over to you

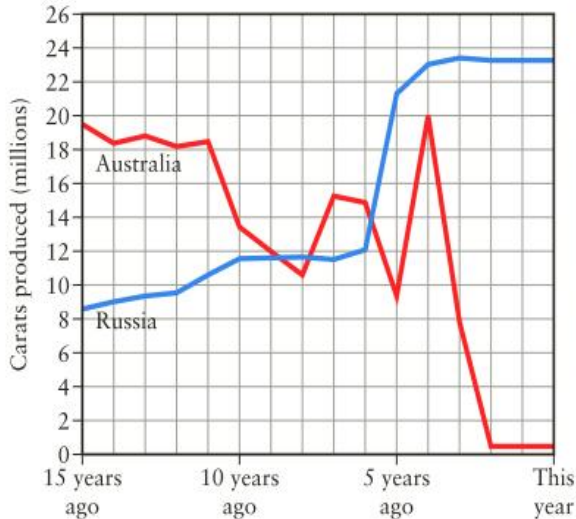


Describe the exports of a particular product from your country and the percentages exported to different places.

Presentations 4: comparing trends

A Graphs

This **line graph** shows world **production** of diamonds over the last fifteen years in Australia and Russia. Production is **measured in carats**. Fifteen years ago, Australia produced nearly 20 million carats, but production there has fallen **steeply** to **less than** 1 million carats this year. Production in Russia rose **steadily** for the first nine years, from 9 million carats to 12 million. It has increased **dramatically** since then, to **reach** 23 million carats today.



B 'Less', 'more' and 'the same'

Production	is	(much)	less	in X	than	in Y.
	has been	(slightly)	more		as	
	was	(about)	the same			

Note You don't say 'more-that', 'less-that' or 'the same than'.



C Adjective and noun combinations

There was a There has been a	fast steep dramatic rapid	rise. increase. fall. decrease.
	slow gradual slight small	

D Comparative adverbs

Adjective	Adverb	Comparative adverb
fast	fast	faster
slow	slowly	more slowly
gradual	gradually	more gradually

For comparative adjectives, see Unit 32.

57.1 Look at A opposite. Are these sentences true or false? Correct the false sentences.

- 1 The diagram is a bar chart.
- 2 It compares oil production in two countries.
- 3 Diamond production is measured in tons.
- 4 Diamond production in Australia was higher than in Russia 15 years ago, but today it is much lower.
- 5 Australian diamond production has fallen steadily and continuously for 15 years.
- 6 Russian production has risen fast over the whole period.

57.2 Look at B opposite. Correct the mistakes in these sentences.

- 1 Sales at General Motors last year were about the same than at Ford.
- 2 Sales at both companies were much least at the previous year's.
- 3 Both companies made a loss, but GM's loss was much bigger as Ford's.
- 4 The loss at Ford was much more big as the previous year's.
- 5 There are slightly more employees at GM that at Ford.

57.3 Look at C and D opposite. Then look at this information about Fabco. (We are at the end of year 3.) Are the sentences true or false?

		Year 1	Year 2	Year 3
1	Number of employees	48	65	130
2	Production	3,011 units	10,329 units	10,666 units
3	Sales	\$497 million	\$880 million	\$912 million
4	Profits	\$89 million	\$90 million	\$122 million
5	Taxes paid	\$15 million	\$22 million	\$9 million

- 1 The number of employees rose dramatically this year – more dramatically than before.
- 2 Production rose rapidly this year in relation to last year.
- 3 Sales have gone up this year, but more slowly than in the previous year.
- 4 Profits increased faster this year than last year – in fact they only rose slightly between years 1 and 2.
- 5 There was a steep increase in taxes from year 1 to year 2, but a dramatic fall in year 3. (We changed our accountants!)

Over to you



Find the profit figures for two companies for the past five years. Write six statements comparing them, using language from this unit.