

# Review 8

## International trade

**1** In each set of four below, match a verb on the left with a noun on the right to make phrases about export sales.

- |                 |   |
|-----------------|---|
| 1 Don't sell    | a) proactive with local distributors.                             |
| 2 Be            | b) a firm commitment to export.                                   |
| 3 Make          | c) outside the box.   |
| 4 Think         | d) on price rather than quality.                                  |
| 5 Trade         | e) an exclusive deal.   |
| 6 Sign          | f) time, effort and money.  |
| 7 Be prepared   | g) on open account.   |
| 8 Invest        | h) to modify product specifications.                              |
| 9 Ask           | i) payments can be done by the credit agency.                     |
| 10 Chasing      | j) a credit agency about a customer's creditworthiness.           |
| 11 Focus on     | k) that what works in your domestic market will also work abroad. |
| 12 Don't assume | l) one market, rather than trying to sell all over the world.     |

**2** Find two words in Exercise 1 that match with these definitions.

- 1 the ability of a company to repay debts \_\_\_\_\_  
 2 trying hard to get something you want \_\_\_\_\_

**3** The collocations below are used in international business transactions. Cross out the one verb in each group that does *not* collocate with the noun.

- 1 *issue* / *reach* / *settle* / *query* an invoice  
 2 *assume* / *provide* / *load* / *ship* goods  
 3 *chase* / *comply with* / *state* / *meet* conditions  
 4 *negotiate* / *reach* / *sign* / *state* a deal  
 5 *check in* / *check out* / *check up on* a customer's creditworthiness  
 6 *fall behind* / *get behind* / *move behind* with payments

**4** The words in **bold** below are all in the wrong places. Put them in the correct places.

After the exporter and foreign customer finally (1) **check up on** a deal, the exporter will (2) **comply with** the goods and (3) **reach** an invoice. The exporter must (4) **issue** all the conditions in the contract, and if they do they can expect to be paid on time. It is a waste of time if they have to (5) **ship** customers who (6) **chase** payments. If there is a problem with payment, the exporter can use a credit agency to (7) **get behind with** a customer's creditworthiness.

**5** Complete the text with these time prepositions: *at*, *during*, *from*, *in*, *until*, *within*.

(1) \_\_\_\_\_ the 90s we worked with a series of different local agents. (2) \_\_\_\_\_ 2002 we started using APL, and they have been our exclusive agent (3) \_\_\_\_\_ that time (4) \_\_\_\_\_ now. They are very good at collecting payment from local customers, and we give them the discretion to ask for payment (5) \_\_\_\_\_ either 60 or 90 days. They forward to us all payments they have collected, after taking their commission, and we receive money from them (6) \_\_\_\_\_ the end of every month.

**6** Put the words in the diplomatic sentences into the correct order.

- 1 Direct: *I'll explain it again if you want.*  
 Diplomatic: it / let / me / way / another / put.  
 2 Direct: *You are not convinced.*  
 Diplomatic: wrong / me / if / you / correct / but / I'm / saying / that / seem / to / be / you / are / not / convinced.  
 3 Direct: *You are wrong!*  
 Diplomatic: I'm / a / slight / misunderstanding / there / seems / to / be / afraid.  
 4 Direct: *You don't understand!*  
 Diplomatic: I / clear / myself / haven't / made / perhaps.  
 5 Direct: *You want to withdraw from the project, right?*  
 Diplomatic: you / would / be / saying / I / right / in / that / want / to / withdraw / from / the / project?

**7** Use the words in brackets to make the direct sentences more diplomatic.

- 1 We need more time. (I think/might)  
 \_\_\_\_\_  
 2 There are still many difficulties. (I'm afraid/quite a large number)  
 \_\_\_\_\_  
 3 We must renegotiate parts of the contract. (perhaps/should/one or two)  
 \_\_\_\_\_  
 4 That will be very expensive. (won't/rather)  
 \_\_\_\_\_

**8** Complete this email sequence using the words and phrases in the box.

according to    early settlement    further to  
 have no alternative    now overdue  
 outstanding balance    pass this matter  
 regret to inform

Email 1 (Reminder)

(1) \_\_\_\_\_ our records, our invoice number KL788 is  
 (2) \_\_\_\_\_. The total sum is €25,600. We would  
 appreciate your (3) \_\_\_\_\_ of this (4) \_\_\_\_\_.

Email 2 (Final demand)

(5) \_\_\_\_\_ our email of 14 June re invoice KL788, we  
 have still not received payment for the outstanding sum  
 of €25,600. We (6) \_\_\_\_\_ you that we (7) \_\_\_\_\_  
 but to (8) \_\_\_\_\_ to our legal department.

**9** Match the words *outstanding* and *overdue* with their definitions.

- 1 not paid when expected; late \_\_\_\_\_  
 2 not yet paid \_\_\_\_\_

**10** Which of the two words from Exercise 9 has a second meaning of 'excellent and impressive'?