



1 Some and any

Fill in the gaps in the following sentences using 'some' and 'any'.

1. Last year, we received _____ orders from America, but this year there aren't _____.
2. There are _____ good conference rooms in Munich, but we can't find _____ close to the airport.
3. Peter has _____ colleagues, but Susan doesn't have _____; she works alone.
4. The specialists found _____ errors in the computer programme.

Grammar Reference: Some and any, page 35



2 Many customers, not much time

a Complete the following sentences using 'much' with uncountable and 'many' with countable nouns.

1. The assistant needed _____ time to type the long letter.
2. _____ people do not like to work with the new computer programme.
3. _____ money was necessary to develop the new products, but now we're selling the new products world-wide to _____ customers.
4. Preparing the report was _____ work, but the customers were happy with the presentation.
5. _____ years ago, we sold a machine to Japan and it's still in operation.

b Now complete these questions using 'much' and 'many'.

1. How _____ new employees did you hire last year?
2. How _____ days did you stay in London?
3. How _____ equipment was ordered?
4. How _____ requests for product information did we receive last month?
5. How _____ times did Ms Hart visit the Budapest factory in 2000?

Grammar Reference: Much and many, page 35

3 Times change

Complete the text with verbs in the simple past. Remember that some verbs have irregular past tense forms.

Mr Georg Bruenner, the vice president of Lighton Industries _____ (decide) to invest some money in order to modernize the company's office equipment. First of all, he _____ (buy) some new fax machines; then he _____ (order) new computer terminals and monitors. After that, he _____ (send) the office staff to computer training courses. Mrs Meyer, one of the assistants _____ (do not like) the new computer programmes. She _____ (say): "I miss my good old type-writer." Nevertheless, gradually she _____ (get) used to working with modern office equipment. Years ago, there _____ (are) no copiers, and one _____ (need) to re-type letters many times.

Grammar Reference: Simple past, page 27

4 Explaining the menu to business partners

Use the following expressions to complete the explanations below.

It's a kind of ... • It's something like ... • It's (they're) made of ...

1. What's sushi like? – _____ fish and rice.
2. What's an omelette? – _____ egg dish with cheese, vegetables and meat.
3. A: I visited the southern United States and ate 'pigs in a blanket'.
B: What are they?
A: _____ small hotdogs rolled in baked croissants.
4. What's a 'knoedel'? – _____ a dumpling.