



University of Blida 02 Lounici Ali
Faculty of Economics, Business and Management Sciences
Department of Finance and Accounting



Excercises

Exercise 01: (IT and e-commerce): Test your knowledge with this quiz.

1. What is a JPEG and what would you use it for?
2. In computer terms, what is the difference between a file and a folder?
3. You suspect that spyware is being used on your computer each time you use the Internet. What does this do?
4. What is the difference between the Internet, an intranet and an extranet?
5. A customer using your website to buy something has just checked her shopping basket and is now proceeding to checkout. What is she about to do?
6. What do the letters ISP stand for?
7. Your company does a lot of B2B advertising on the Internet. What does this mean?
8. What does a computer hacker do?
9. Are you buzzword compliant?¹

Exercise 02

Complete the sentences with a preposition

Example: I'll call you **in** ten minutes.

1. I'm trying to connect you .Could you hold.....?
2. When are you going.....holiday?
3. I'm callingthe order I placed last week.
4. Could you pass a message for me?
5. I'll write to youtwo weeks' time.
6. Tom is.....paternity leave.

Exercise 03

Complete the sentences with a preposition

Example: you need to take the liftthe third floor.

1. Take the third turningthe left.
2. Parkone of the visitor's spaces.
3. We arefar the largest manufacturer.
4. Onethree of our plants is making a loss.
5. There is no profitit.
6. Tell me about your salesregion.
7. We are very competitive.....terms of price.
8. Are you listed.....the Stock Exchange?

¹ Rawdon Wyatt, **Business and administration**, 4th edition, A & C Black publishers, P21.

9. What kind of business are you.....?

Exercise 04

Complete the sentences with one of the alternatives.

Example: I'm phoning to **let** you know what happened (let/explain)

1. Who is going tothe minutes? (make/take)
2. Could youus when you know the answer. (tell/say)
3. I'd like to.....a point. (make/remind)
4. We need to.....a date for the meeting.(take/set)
5. We.....a good case for changing the system. (made/took)
6. Are yousecond thoughts about the proposal? (having/taking)
7. All of our proposals were.....(disagreed/rejected)
8. Some of these phrases are used formally and some informally. Tick the correct column.²

Exercise 05

Some of these phrases are used formally and some informally. Tick the correct column.³

		formal	informal
a	1 Dear John		
	2 Hi John		
b	1 I am writing to inform you that...		
	2 I am writing to let you know that...		
c	1 We're having a get-together.		
	2 We're arranging a meeting.		
d	1 I would like to apologise for		
	2 Sorry about....		
e	1 Let me know if you can make it.		
	2 Let me know if you can attend/		
f	1 I would be very pleased to come.		
	2 I'd love to come		
g	1 This is to let you know about...		
	2 Just to let you know about...		

² Lan Badger, **Every day Business English** , Longman, 2003, PP 69-71.

³ Lan Badger, **Every day Business English** , Longman, 2003, PP 69-71.

Exercise 06

Complete the sentences with verbs in the box. Use each verb once only.

Inform – miss – know – must – hope – pass – join – call – get – thank – write

Example: I'm writing to **inform** you that the conference has been cancelled.

1. Your training manager has asked me toto you.
2. I'llyou at the end of the week.
3. Iyou're feeling better.
4. Youvisit us again soon.
5. I'd like toyou for all your hard work.
6. Please.....us for lunch on 19 November.
7. Can wetogether sometimes next week?
8. I'm sorry Peter has left. We'll allhim.
9. We were very sad to hear about Hubert. Please.....on our condolences.
10. Just a short note to let you.....what's happening.⁴

Exercise 07

Complete these sentences using for, since, ago, or in

1. I've worked for the same company1998.
2. He's studied English..... six months.
3. She called about half an hour....., but she didn't leave a message.
4. He's been Marketing Manager..... nearly a year.
5. I was really busy.....April, but now things are quieter.
6. The conference finished three days.....
7. The company has been based in Barcelona..... the 1980s.
8. I'm very tired. I've been here..... 7 o'clock this morning.
9. They moved to Paris..... 1997.
10. We've used this supplier..... the last three years.⁵

Answers

Exercise 01: IT and e-commerce

1. A JPEG is a method of reducing, or compressing, computer files that contain images so that they can be sent quickly by email over the Internet (it is also the name of a file that is produced by this method)
2. A file is a set of information or a document that is stored under a particular name on a computer, a folder is a group of related programs or documents stored together on a computer
3. Spyware is computer software that secretly records the websites you visit on your computer, and this information is then used by companies who try to sell you things.
4. The Internet is a computer system, or network, that allows people in different parts of the world to exchange information (using websites and sending emails, etc). An intranet is a computer network that can only be used within a company or

⁴ Lan Badger, **Every day Business English**, Longman, 2003, PP 73-74

⁵ David Grant, Robert McLarty, P66.

organisation. An extranet is similar to an intranet, but also allows access by others associated with that company or organisation (for example, suppliers, buyers, etc).

5. She has finished shopping and is now going to pay.
6. ISP: Internet Service Provider.
7. B2B: Business to business.
8. A hacker is someone who uses a computer to connect to other people's computers secretly and often illegally, so that they can find or change information. The verb is to hack.
9. You are if you were able to answer most of the questions in this exercise: someone who is buzzword compliant is familiar with the latest computer and IT terms and expressions. It is an informal expression.

Exercise 02

(1: on) / (2: on) / (3: about) / (4: on) / (5: in) / (6: on)

Exercise 03

(1: on) / (2: in) / (3: by) / (4: in) / (5: in) / (6: by) / (7: in) / (8: on) / (9: in)

Exercise 04

(1: take) / (2: tell) / (3: make) / (4: set) (5: made) / (6: having) / (7: rejected)

Exercise 05

The more formal phrases

(a: 1) / (b: 1) / (c: 2) / (d: 1) / (e: 2) / (f: 1) / (g: 1)

Exercise 06

(1: write) / (2: call) / (3: hope) / (4: must) / (5: thank)

(6: join) / (7: get) / (8: miss) / (9: pass) / (10: know)

Exercise 07

(1 : since) / (2 : for) / (3 : ago) / (4 : for) / (5 : in)

(6 : ago) / (7 : since) / (8 : since) / (9 : in) / (10 : for)

