

C Complete the email by writing *one* word in each gap.

Thank you for your email inquiring about our products.

We have three optical pen scanners in our range, the 400C, 600C and 800C. A pen scanner is
⁽¹⁾ like a hand-held scanner, you scan in text from a page and download it into your PC or PDA
 later. The 800C is our ⁽²⁾ selling model, and has ⁽³⁾ widest range of functions,
 including a translating dictionary. The 600C is similar ⁽⁴⁾ the 800C, but has ⁽⁵⁾
 memory – it can only store 1,000 pages of text, ⁽⁶⁾ to 2,000 pages for the 800C. The 400C is
 cheaper ⁽⁷⁾ the other two models, and doesn't have as ⁽⁸⁾ memory or
 functionality. It's a more basic model, but its ability to scan text is just the ⁽⁹⁾. You will find full
 product and price details in the attached document.

In your email you ask about our terms of payment for large orders. Clearly, the bigger your order, the
⁽¹⁰⁾ discount we can give. Our normal minimum order is 500 units, but for a first-time customer
 we would accept an order ⁽¹¹⁾ small as 200 units. It would be better to discuss all this in more
 detail at a later date, but I'm sure you'll find our terms are very competitive in comparison ⁽¹²⁾
 other suppliers. We're confident that these pens will sell very well in your market, and customer feedback on
 the 800C is amongst the best we have ⁽¹³⁾ had.

If you have any ⁽¹⁴⁾ questions, please do not hesitate to contact me.

D When we write or speak it can sound strange to give a very exact figure. Instead we use vague language. Complete the table with the phrases from the box.

a little over 50%	almost 50%	a lot more than 50%	around 50%	far less than 50%
considerably more than 50%	much less than 50%	nearly 50%	slightly more than 50%	
roughly 50%				

70%	1a) <u>a lot more than 50%</u>	1b) _____
54%	2a) _____	2b) _____
48–52%	3a) _____	3b) _____
46%	4a) _____	4b) _____
30%	5a) _____	5b) _____

E Complete the words in each sentence with the missing letters.

- This year's sales were €5.5m – that's a little over last year's figure of €5.2m.
- This year's sales were €3.9m – that's much less than last year's figure of €5.2m.
- This year's sales were €7.9m – that's around 50% up on last year's figure.
- This year's sales were €7.6m – that's nearly 50% up on last year's figure.
- This year's sales were €5.5m – that's slightly more than last year's figure of €5.2m.
- This year's sales were €5.1m – that's roughly the same as last year's figure.