



MARIA L. ENGLISH
TEACHING SYSTEM
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MERCHANDISE, PURCHASES, SALES, SUPPLIERS

1. Match the words on the left with their corresponding definitions on the right:

1 Inventory	a. The action of buying goods or services.
2 Supplier	b. A person or company that sells goods or services.
3 Purchase order	c. A document requesting the delivery of goods or services.
4 Negotiation	d. The total value of goods available for sale.
5 Sales	e. Discussing terms and conditions to reach an agreement.
6 Procurement	f. A person or company that provides goods or services.
7 Goods	g. The process of obtaining goods or services.
8 Price	h. The amount of money charged for a product or service.

9 Contract	i. Items that are produced or manufactured to be sold.
10 Discount	j. Reduction in price for a product or service.

2.Fill in the Blanks:

contract negotiating supplier range procuring inventory purchase order price discount sales

- 1. Our company has a wide _____ of products, ranging from electronics to clothing.
- 2. The _____ agreed to deliver the goods within two weeks.
- 3. We are in the process of _____ new suppliers for our upcoming project.
- 4. The _____ of the product was reasonable, considering its quality.
- 5. After _____ with the supplier, we managed to secure a 10% discount.
- 6. The _____ team is responsible for managing the stock levels.
- 7. Could you please send us a _____ for 100 units of the product?
- 8. The customer requested a _____ on their bulk purchase.
- 9. Our sales representatives are trained in effective _____ techniques.
- 10. The _____ specifies the terms and conditions of the agreement.

3.Choose the correct option to complete each sentence.

- 1. The company _____ a new supplier last month.
a) procured b) procurement c) procuring
- 2. The negotiations _____ smoothly, and we reached an agreement.
a) went b) gone c) goes
- 3. We _____ a discount for bulk purchases.
a) offer b) offering c) offers

4. Could you please _____ the price for this product?
a) reduce b) reducing c) reduced
5. The sales team _____ a great job last quarter.
a) does b) did c) do
6. I would like to _____ an order for 200 units.
a) place b) placing c) placed
7. The _____ specifies the delivery date and payment terms.
a) contract b) contracting c) contracts
8. We need to _____ our inventory regularly.
a) manage b) managing c) manages
9. The supplier _____ a range of high-quality products.
a) provides b) provided c) providing
10. We have _____ from our previous supplier due to quality issues.
a) move b) moved c) moving

4. Complete the following dialogue with the appropriate words or phrases.

[customer's shipping address], purchase order, purchasing, selection, staplers, units, [customer's billing address], place, include, discount, price

Sales Representative: Good morning, how can I assist you today?

Customer: Hi, I'm interested in _____ some office supplies for our new branch.

Sales Representative: That's great! We offer a wide _____ of office products. What specifically are you looking for?

Customer: We need _____, pens, notepads, and some filing cabinets.

Sales Representative: Excellent. We have a _____ on bulk orders of pens and notepads. How many units of each do you require?

Customer: We'll need around 100 _____ of each item.

Sales Representative: Perfect. And would you like to _____ the filing cabinets as well?

Customer: Yes, please. Could you provide me with the _____ and delivery time?

Sales Representative: Certainly. The current price for the filing cabinets is \$200 each, and we can deliver them within 5 business days. We also offer a 10% _____ for orders exceeding \$1,000.

Customer: That sounds reasonable. Please go ahead and _____ the order for us.

Sales Representative: Sure. I will prepare a _____ for your purchase. Could you please provide me with your billing and shipping address?

Customer: Of course. The billing address is _____, and the shipping address is _____.

Sales Representative: Thank you. I will send you the purchase order along with the payment instructions shortly.

5. Choose the correct idiom to complete each sentence.

1. It's important to strike a _____ with our suppliers to ensure a mutually beneficial relationship.
a) gold mine b) balance sheet c) win-win situation
2. The new advertising campaign really hit the _____, and our sales increased significantly.
a) jackpot b) bottom line c) red tape
3. Our company needs to stay ahead of the _____ and embrace new technologies.
a) rat race b) learning curve c) curveball
4. It's crucial to keep an eye on our _____ to ensure financial stability.
a) cash cow b) hard sell c) bread and butter
5. The manager always keeps his _____ secret until the last minute.
a) trade secret b) blue-chip stock c) down payment
6. Our team is currently _____ a new marketing strategy to target younger demographics.
a) breaking even b) burning the midnight oil c) cutting corners
7. The competitor's new product is a game changer in the industry and a real _____.
a) game plan b) cash cow c) game changer
8. We should seize the _____ and expand our business into international markets.
a) market share b) red tape c) golden opportunity
9. The project faced several obstacles, but we managed to overcome them by _____.
a) cutting corners b) thinking outside the box c) filing bankruptcy
10. The CEO's sudden resignation was a _____ to the entire organization.
a) curveball b) game changer c) bottom line

6. Read the text and answer the questions:

Logistics Manager: Good morning, thank you for joining us today. Let's start by discussing your company's products. What type of merchandise do you specialize in?

Supplier: Good morning. We specialize in electronic components and accessories for various industries, including automotive and consumer electronics.

Logistics Manager: That's interesting. Can you provide some details about the quality of your products?

Supplier: Certainly. We prioritize quality control and ensure that our products undergo rigorous testing to meet industry standards. We also offer warranties for our items.

Logistics Manager: Excellent. Price is an important factor for us. Could you give me an idea of the pricing range for your products?

Supplier: Our pricing is competitive and varies depending on the specific product and quantity ordered. We can provide you with a detailed price list for your reference.

Logistics Manager: That would be helpful. Delivery time is crucial for our operations. What is your usual lead time for orders?

Supplier: We strive to maintain efficient operations, and our average lead time for orders is around 2-3 weeks. However, it may vary based on the volume and complexity of the order.

Logistics Manager: Understood. In terms of payment, do you offer any flexible options or discounts for bulk orders?

Supplier: Yes, we do offer flexible payment terms based on mutual agreement. Additionally, we provide discounts for bulk orders to ensure our customers' satisfaction.

Logistics Manager: Great to hear. Before we conclude, can you briefly explain how your company handles returns or product defects?

Supplier: We have a well-defined return policy and take product defects seriously. If any issues arise, we promptly address them and work towards providing replacements or refunds as necessary.

Logistics Manager: Thank you for the information. We appreciate your time today. We will review your proposal and get back to you soon.

Supplier: Thank you for considering our company. We look forward to hearing from you soon.

1.What type of merchandise does the supplier specialize in?

2.How does the supplier prioritize product quality?

3.What is the supplier's approach to pricing?

4.What is the usual lead time for orders?

- 5.Does the supplier offer flexible payment options or discounts for bulk orders?
- 6.How does the supplier handle returns or product defects?



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