

REVISION 1

I. VOCABULARY

Complete each sentence with **ONE** suitable word/ phrase based on the first given letter

Example: She is married and she has a **d**_____.

Answer: daughter

1. How much are these in total? – Wait for a second, I'll get the **c**_____ and count them for you.
2. **F**_____ are used to hold papers, usually made of cardboard.
3. I like chatting with my colleagues around the **c**_____ **t**_____ at break time.
4. We can ask information about a company at their **r**_____ desk.
5. I spend one hour writing down my working experiences in my **d**_____ every day.
6. We can change our company's documents into pictures by using a **s**_____.
7. Can I open the **a**_____ **c**_____ because our office is too hot today?
8. We **c**_____ the security camera to learn what happened in the office yesterday.
9. I need some **t**_____ and scissors to wrap the products before delivering to the buyers.
10. If we do not put **i**_____ **c**_____ inside the photocopier in the Marketing department, it cannot work anymore.
11. Customer service officers have to **d**_____ **w**_____ all customers' problems.
12. Our company wants to **d**_____ customer base in the countryside.
13. The human **r**_____ department is the part of a company that is responsible for hiring and firing people.
14. Last year, this company **h**_____ 100 employees for new strategy.
15. **E**_____ are those who work in a company or an office and are paid to work for employers.
16. **C**_____ room is a room for business events and meetings.
17. **C**_____ is a location with a lot of food and drinks for all people in the company.
18. The **F**_____ department is in charge of managing the money flowing in and out of the company.
19. **L**_____ manager often deals with the movement of products from the factories to the market.
20. **M**_____ department is the part of a company that advertises a product for sale.
21. Vinamilk's **h**_____ **o**_____ is located in Ho Chi Minh City.
22. Sacombank has over 250 **s**_____ located in almost all of the cities in Vietnam.
23. Google's **r**_____ amounted to 74.54 billion US dollars in 2015.

24. Vietnam's retail market is expected to reach \$179 billion in t_____ next year.
25. M_____ s_____ is the amount that a company sells its products or services compared with other companies selling the same things.
26. Unilever manufactures detergents, home & personal care products and foods including some of the world's top b_____ like: Omo, Lux, Lifebuoy, Dove, etc.
27. Kikkoman is a Japanese company and they s_____ 400 million litres of soy sauce every year.
28. Samsung Electronics was f_____ in 1974. It's one of the largest information technology companies in the world.
29. This local factory p_____ all electronic components for our city.
30. The company hasn't e_____ enough people, so I have to work overtime to meet the requirements of customers.

II. GRAMMAR

Identify the error (A, B, C or D) in each sentence and write the correct words/ phrases

Example: He live (A) with his (B) parents near the (C) center of (D) the city.

Answer: A - lives

1. There's (A) some (B) new paper clips on (C) the conference table in our (D) company.
2. Can you tell (A) me what (B) this machine is use (C) for and how we use it (D)?
3. There are (A) 3 stapler (B) on her (C) table; you can take which one (D) you want.
4. 'Are (A) there any (B) highlighter (C) on the office desk.?' – 'No, there aren't (D).'
5. The shredder in (A) our office is broken (B) so we need buying (C) a new one (D).
6. We use (A) Internet to stays (B) in touch more often (C) and for longer with (D) our customers.
7. Is (A) there any (B) folders on (C) your desk? I need one right (D) now.
8. The secretary uses (A) the printer on (B) the desk print (C) document for the manager (D).
9. There're (A) a big (B) filing cabinet in our (C) new manager's (D) room.
10. She needs (A) to using (B) a fax machine in about 15 minutes to fax (C) a document to (D) her manager.
11. She's (A) responsible to (B) checking the quality (C) of the products (D) in Production Department.
12. The marketing (A) department of (B) a company is (C) responsible for advertise (D) products.
13. Customer service department is (A) in (B) the fifth (C) floor of this (D) building.
14. 'Excuse me. Could (A) you tell me where the sales (B) department is?' – 'It is between (C) Purchasing department with (D) IT department.'

15. Customer service department has to (A) deal for (B) problems which are (C) posed from (D) customers.
16. From (A) the main corridor, logistics (B) department is in (C) the right (D) of Production department.
17. I think (A) that Human resources (B) department are (C) the most important (D) one to your company.
18. HR department is (A) in charge of recruiting, train (B), and dismissing (C) employees in (D) a company.
19. 'Could you to tell (A) me the way to (B) the sales department, please?' - 'Go straight ahead. It's (C) the first door on your left (D).'
20. 'Please, show (A) me the way to (B) the financial director's office?' - 'Take (C) the second right. It's next (D) the Purchasing department.'
21. 'What is (A) your (B) company's turnover last year (C)?' - 'It's (D) \$50,000.'
22. How much (A) people does (B) your (C) company employ (D)?
23. 'How many (A) subsidiaries does (B) the company have?' - 'It have (C) 25 branches in (D) Korea.'
24. Her (A) new company (B) is based (C) on (D) Australia.
25. It's (A) total worldwide (B) sales were (C) 5 billion pounds (D) last year.
26. Where (A) does (B) your company located (C)?' - 'It's in (D) New York.'
27. 'What (A) does your (B) company produce?' - 'My company manufacture (C) mobile phones (D).'
28. Levis specializes (A) in produce (B) jeans that cost (C) no less (D) than \$50.
29. Where (A) was Samsung electronics (B) company founded? - It was (C) founded in (D) 1974.
30. His (A) company was (B) establish (C) 10 years ago (D).