

Name and group: \_\_\_\_\_ Date: \_\_\_\_\_

Answer the questions choose the correct answer

1. Julia Ryan, the current marketing assistant, is replacing Claire Anderson in accounts while she goes on maternity leave.

What is Julia Ryan going to do?

- A. She is going to work in marketing.
  - B. She is going to work in accounts.
  - C. She is going on leave.
2. Sales representative required. Closing date for applications: April 24. Previous experience of working in sales essential own car an advantage.
    - A. Applicants must have experience for this type of work.
    - B. Applicants need to own their own car.
    - C. Applicants have to be free to start to work on April 24<sup>th</sup>.

Complete the sentences in **PRESENT SIMPLE** or **PRESENT CONTINUOUS** whichever is more suitable

3. Sales always \_\_\_\_\_ (increase) in summer.
4. The market \_\_\_\_\_ (expand) now.
5. Sharon \_\_\_\_\_ (prefer) to receive formal letters.

6-8 You have bought a new Iphone online. When you turned it on, it turned off by itself. Every time you turn it on, it happens. Write a letter of complaint to the company.

Dear Sir or Madam,

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Match the question with the suitable answer

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|-----------------------------------------------|--------------------------------------------|
| 9. ____ What do you hope to do in the future? | A. I work for a technology provider.       |
| 10. ____ How long is your shift?              | B. I 'm a financial advisor.               |
| 11. ____ Who do you work for?                 |                                            |
| 12. ____ What do you do?                      | C. I want to work for my father's company. |
|                                               | D. I work 6 hrs.                           |

Change the sentences to Passive Voice

13. They produce coffee in Brazil.

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14. They use grapes to make wine.

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15. They take new products to the mountains for testing.

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