

Section 1: Vocabulary and Grammar

Complete the sentences. Circle the correct letter a, b, c or d.

1 A: Is this the right place for British Airways?

B: Yes, it _____.

- a isn't
- b are
- c is it
- d is

2 Roger is _____ Switzerland.

- a with
- b from
- c out
- d of

3 A: Do you like coffee?

B: No, I _____.

- a don't
- b 'm not
- c not
- d doesn't

4 A: _____ does he work?

B: In a hospital.

- a Why
- b When
- c What
- d Where

5 Are there _____ messages for me?

- a a
- b any
- c an
- d one

6 I'm sorry but I can't _____ the meeting at three o'clock.
a to attend
b attended
c attend
d attending

7 How _____ do they play golf?
a usually
b every
c often
d time

8 He _____ in when I rang.
a wasn't
b isn't
c weren't
d didn't

9 Henry _____ school when he was fifteen years old.
a has left
b leave
c left
d leaved

10 A: When _____ he phone?
B: At around three
o'clock.

a was
b did
c had
d do

11 Our company _____ 5,000 workers.
a employs
b produces
c invests
d profits

- 12** It's hotter today_____ yesterday.
- a as
 - b that
 - c more
 - d than
- 13** I go to work_____ foot.
- a over
 - b to
 - c on
 - d from
- 14** I_____ on an important project at the moment.
- a going to work
 - b worked
 - c work
 - d 'm working
- 15** I_____ a profit this year.
- a set up
 - b made
 - c put
 - d ran
- 16** I_____ the report yet. I need a couple more hours.
- a didn't finish
 - b don't finish
 - c haven't finished
 - d 'm not finishing
- 17** A: Can I have extension 315?
B: I'll just_____ you through.
- a put
 - b connect
 - c call
 - d play

- 18** Do you know when_____?
- a does the meeting start
 - b does start the meeting
 - c the meeting starts
 - d starts the meeting
- 19** Could I_____a message?
- a speak
 - b leave
 - c tell
 - d say
- 20** You can stay if you want but you_____.
- a don't have to
 - b mustn't
 - c not have to
 - d haven't
- 21** Who_____the first email?
- a did send
 - b does send
 - c sent
 - d was send
- 22** I'll _____with the email straight away.
- a send
 - b deal
 - c go
 - d write
- 23** It's the_____meal I've ever eaten!
- a expensive than
 - b more expensive
 - c expensivest
 - d most expensive

- 24** I'll have breakfast sent _____ to your room.
- a up
 - b out of
 - c in
 - d at
- 25** Prices have remained _____ in the first quarter.
- a aincrease
 - b stable
 - c same
 - d steadily
- 26** 35,000 people _____ in the last five years.
- a were been laid off
 - b lay off
 - c are laid off
 - d have been laid off
- 27** I'm writing to _____ the refund for damaged goods.
- a acclaim
 - b tackle
 - c take
 - d book
- 28** It cost one hundred euros! What a complete _____ of money.
- a invest
 - b spent
 - c waste
 - d lot
- 29** He _____ me that he was happy in his new department.
- a said
 - b told
 - c spoke
 - d asked

- 30** We _____ less time travelling if we worked from home.
- a spend
 - b 'd spend
 - c would spent
 - d are spending
- 31** Does the conference centre have Internet _____?
- a access
 - b location
 - c centre
 - d transfer
- 32** Sorry, I didn't _____ that. Could you say it again?
- a pick
 - b explain
 - c catch
 - d miss
- 33** Would you mind _____, please?
- a not to smoke
 - b not smoking
 - c didn't smoking
 - d if not smoking
- 34** I agree with you up to a _____.
- a question
 - b position
 - c point
 - d view

- 35** You _____ be tired after your long journey.
- a can
 - b let
 - c must
 - d ought
- 36** Let's move _____ to the next point of my presentation.
- a about
 - b up
 - c for
 - d on
- 37** I'm sorry, but can I just _____ in here?
- a come
 - b interrupt
 - c move
 - d speak
- 38** I've been working here _____.
- a during three years
 - b for three years
 - c since three years
 - d three years ago
- 39** So, let's sum _____ what we've discussed so far.
- a about
 - b up
 - c with
 - d for
- 40** I _____ from you.
- a look forward to hear
 - b looking forward to hear
 - c look forward to hearing
 - d look forward for hearing

- 41** How are things _____ you?
- a with
 - b to
 - c at
 - d of
- 42** I think it's _____ of fish with cream.
- a cooked
 - b made
 - c done
 - d prepared
- 43** I'm sorry for the _____ in getting back to you with the quote.
- a wait
 - b hold
 - c late
 - d delay
- 44** I suggested _____ the whole thing forward by a week.
- a bringing
 - b to bring
 - c that bring
 - d we bringing
- 45** With _____, I think your estimate is a little too low.
- a frank
 - b respect
 - c honesty
 - d unfortunately
- 46** Could you go _____ the main points again?
- a through
 - b across
 - c down
 - d in

- 47** She _____ the report by next Monday!
- a won't finished
 - b won't have finish
 - c won't be finished
 - d won't have finished
- 48** Are you saying they've fallen _____ of projections again?
- a down
 - b decrease
 - c short
 - d rapidly
- 49** What would you _____ if they hadn't called?
- a done
 - b have done
 - c did
 - d do
- 50** I've just _____ the most amazing job!
- a landed
 - b run
 - c set
 - d caught