UNIT 14 TEST



Working with words

Complete the email.

Hi Katie

I've been thinking about the meeting next Friday. People are coming from a long way for it, so I really don't want to ..... a lot of time. First of all, I think it must start ..... time. It's scheduled for 9 a.m., and it should start at 9 a.m.! I don't think we have .....time to talk about salaries. We have to keep focused on the project and whether we can ..... the deadline or not. We'll need to .....at least two hours talking about this - say, until 11 a.m. Then we can have a break of, say, fifteen minutes, which will .....people time to have a chat and catch up on news. After the break we can ..... a bit of time by asking the participants to restrict their presentations to five minutes each maximum. I haven't had time to think about the second day. Could you plan a ..... for this? If two days are not long ..... to fit in everything, maybe we could think about a third day? Let's hope we have ..... to discuss all the points on the agenda.

Best wishes,

Enrique

Language at work

Second conditional sentences

11 If you could .....(visit) any country, which .....you ..... (choose)?

12 ..... it..... (be) acceptable for you to pay more if we .....(improve) the quality?

LIVEWORKSHEETS

13 What ..... you .....(say) if I .....(offer) you promotion? .

14 If you .....(be) able to change something about your job, what ..... it .....(be)?

15 The staff ..... (not, be) happy if we ..... (take) away the water cooler.

16 If we .....(not, have) such high costs on this project, we .....(can) make a large profit.

17 ..... you .....(work) better if you ..... (have) a faster computer?

18 If my boss ..... (be) a bit more flexible, I ..... (take) a holiday next week.

19 Many workers ..... (benefit) if they ..... (take) a few months off for a course.

20 This ..... (be) a great place for a holiday if there ..... (not,be) so many mosquitoes.



LIVEWORKSHEETS