

# Test Preparation 3-4

## Working with words

Complete the text with words from the list.

distribution centres factories sales offices  
R&D centre head office

I work for an international company. Our  
1 \_\_\_\_\_ is in Sweden –  
that's where the management team works. Our  
reps work from 30 2 \_\_\_\_\_  
around the world, but we only have six  
3 \_\_\_\_\_ for our stock.  
We make the products in the Far East – our  
4 \_\_\_\_\_ are in China, but our  
main 5 \_\_\_\_\_ is in India – this is  
where we develop new products.

Match the words from 2 to definitions 1–5.

- 1 We make our products here.  
\_\_\_\_\_
- 2 This is where we test the products and do research  
and development. \_\_\_\_\_
- 3 When our sales reps aren't with a customer, they  
work here. \_\_\_\_\_
- 4 The Management Department of the company  
works here. \_\_\_\_\_
- 5 We deliver the products to customers from this  
location. \_\_\_\_\_

## Language at work

There is / there are

Write: ✓ affirmative, ✗ negative, ?  
question



a woman in the photo.



a man in the photo..



a boy in the photo?



some trees.



any cars.



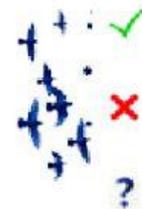
any houses?



a bottle.

any water.

a message?



many birds.

any clouds.

any mosquitoes?

Complete the sentences using "there is" /  
"there are" / "is there" / "are there" /  
"there isn't" or "there aren't".

1. \_\_\_\_\_ many boys in the class?
2. \_\_\_\_\_ someone looking at me.
3. \_\_\_\_\_ some photos in her bag.
4. \_\_\_\_\_ any eggs in the fridge.
5. \_\_\_\_\_ a lot of magazines in her  
room.
6. \_\_\_\_\_ a stadium here?

E. Read the sentences and answer the  
questions.

a> In Rita's kitchen there are twelve  
cupboards, five plates, six spoons and two  
cups of tea.

b> In Kim's room there are two books, a  
glass of milk, three magazines, five shirts  
and four skirts.

Ex. Are there any magazines in Kim's room?

-> Yes, there are three magazines.

1. Are there any shirts in Kim's room? ->

\_\_\_\_\_.

2. Are there any cupboards in Rita's kitchen?

-> \_\_\_\_\_.

3. Is there a glass of water in Kim's room? ->

\_\_\_\_\_.

4. Are there any skirts in Kim's room? ->  
 \_\_\_\_\_.
5. Are there any plates in Rita's kitchen? ->  
 \_\_\_\_\_.
6. Are there any forks in Rita's kitchen? ->  
 \_\_\_\_\_.

**Tick (✓) the correct sentences and change the incorrect sentences.**

Example: We work 8 hours always a day.  
 We always work 8 hours a day.

- 1 I go always to the park at the weekend. \_\_\_\_\_
- 2 I watch sometimes movies on TV. \_\_\_\_\_
- 3 My sister doesn't usually play tennis after dinner. \_\_\_\_\_
- 4 My best friend says never bad things about me \_\_\_\_\_
- 5 My teacher always gives us homework! \_\_\_\_\_
- 6 He often is late for work. \_\_\_\_\_

**Complete these conversations with the missing question words (what/where/when etc.).**

1. A: \_\_\_\_\_ are you going on vacation?  
 B: Next Friday.
2. A: \_\_\_\_\_ are you going?  
 B: Croatia.
3. A: \_\_\_\_\_ bought the tickets?  
 B: My husband did.
4. A: \_\_\_\_\_ do you go on vacation?  
 B: Once every two years.
5. A: \_\_\_\_\_ don't you go more often?  
 B: Because we don't want to.
6. A: \_\_\_\_\_ do you do the other years?  
 B: We relax in the garden and visit friends.
7. A: \_\_\_\_\_ do you choose your holiday destination?  
 B: We use the internet.
8. A: And \_\_\_\_\_ idea was it to go to Croatia?  
 B: Our neighbors recommended it.

## Business communication

Complete the missing words in the four conversations.

- A Can you <sup>1</sup>g\_\_\_\_\_ m\_\_\_\_\_ a h\_\_\_\_\_?  
 B Sure.
- A I <sup>2</sup>d\_\_\_\_\_ k\_\_\_\_\_ h\_\_\_\_\_ t\_\_\_\_\_ put these photos onto CD-ROM. I'm <sup>3</sup>t\_\_\_\_\_ t\_\_\_\_\_ copy them for Bob. Can you <sup>4</sup>h\_\_\_\_\_ m\_\_\_\_\_?
- C Yes, <sup>5</sup>o\_\_\_\_\_ c\_\_\_\_\_.
- D <sup>6</sup>H\_\_\_\_\_ d\_\_\_\_\_ I send a file to Sandy?
- C Let me see.
- E Do you <sup>7</sup>w\_\_\_\_\_ a h\_\_\_\_\_?
- F That <sup>8</sup>w\_\_\_\_\_ b\_\_\_\_\_ g\_\_\_\_\_. I don't know how to log on.
- G I'm trying to download a document.
- H Can I <sup>9</sup>h\_\_\_\_\_?
- G Oh, <sup>10</sup>y\_\_\_\_\_, p\_\_\_\_\_.
- H Click on that icon and ...

Put the conversations in the correct order.

- A
- a \_\_\_ Sure.
- b \_\_\_ I've got a problem. I'm trying to book a flight on the Internet, but it doesn't work.
- c \_\_\_ John, can you help me?
- d \_\_\_ Yes, but I don't know how to enter it.
- e \_\_\_ Do you have a username for the website?
- f \_\_\_ Click here, then key it in.
- B
- a \_\_\_ That would be good.
- b \_\_\_ What's the problem?
- c \_\_\_ How do I print this document?
- d \_\_\_ Let me see ...
- e \_\_\_ Are you OK, Galina? Do you want a hand?

## Speaking