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? -> _____.

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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 [1]g_____ m_____ a h_____?
B Sure.
A I [2]d_____ k_____ h_____ t_____ put these photos onto CD-ROM. I'm [3]t_____ t_____ copy them for Bob. Can you [4]h_____ m_____?

C Yes, [5]o_____ c_____.
D [6]H_____ d_____ I send a file to Sandy?

C Let me see.
E Do you [7]w_____ a h_____?
F That [8]w_____ b_____ g_____. I don't know how to log on.

G I'm trying to download a document.
H Can I [9]h_____?
G Oh, [10]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

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