

Name _____ ID _____



7.4 LISTEN TO THE AUDIO, THEN NUMBER THE EMAIL ADDRESSES IN THE ORDER YOU HEAR THEM



Six people are giving their contact details to someone they have met.

- Ⓐ c.jones@global-exec.com
- Ⓑ joe@worldmail.co.jp
- Ⓒ c.jones@global-exec.com
- Ⓓ jay.jones@globalmail.com
- Ⓔ globalmail@jonesbrothers.com
- Ⓕ c.jones@global-exec.co.fr



7.5 CROSS OUT THE INCORRECT WORD IN EACH SENTENCE

Just **make** / **give** me a call when you're ready.

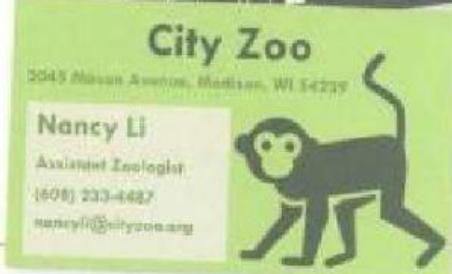
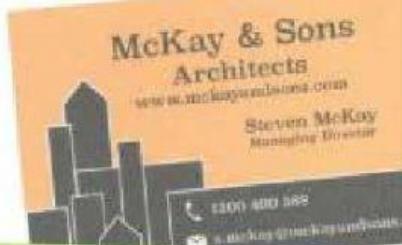
- Ⓐ Do you **do** / **have** a website I can look up?
- Ⓑ Your job **title** / **name** isn't listed here.
- Ⓒ Just **fall** / **drop** me a line for more details.
- Ⓓ How can I **reach** / **touch** you to follow up?
- Ⓔ Is this your phone **number** / **address**?
- Ⓕ Here's my **contact** / **business** card.
- Ⓖ **Say** / **Call** me to arrange a meeting.
- Ⓗ Drop me a **line** / **word** to follow up next week.



7.6 LOOK AT THE BUSINESS CARDS AND ANSWER THE QUESTIONS

McKay & Sons is a travel agent. True False

- Ⓐ McKay and Sons has a website. True False
- Ⓑ Steven McKay is a Web Designer. True False
- Ⓒ Nancy Li has a website. True False
- Ⓓ City Zoo is on Madison Avenue. True False
- Ⓔ Nancy works in Human Resources. True False
- Ⓕ Nancy has an email address. True False





8.1 CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE

He doesn't **have** / **has** a typing qualification.

① She **have** / **has** an excellent résumé.

② I **has** / **have** good people skills.

③ They **don't have** / **don't got** much time.

④ Do you **has** / **have** previous experience?

⑤ He's **got** / **haves** excellent keyboard skills.

⑥ I **doesn't have** / **don't have** my own office.

⑦ Does he **have** / **got** any training?

⑧ They **having** / **have** a can-do outlook.

⑨ You don't **have** / **hasn't** his number, do you?



8.2 REWRITE THE SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER

he experience this Has for got job? enough

Has he got enough experience for this job?

① degree you in have business? Do higher a

② Business has He the MBA School from Boston an

③ receptionist. don't a full-time have They

④ excellent have assistant Does resume? an your

Like Vs Dislikes



10.3 LISTEN TO THE AUDIO, AND MARK WHETHER THE SPEAKER LIKES OR DISLIKES THE ACTIVITY IN EACH PICTURE





14.5 MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS

The new computer system	more helpful than the old one.
① The new intern is	faster than the old ones.
② Our hours are longer	is more efficient than the last one.
③ The new computers are	now that I have a new job.
④ I feel better	than those in the German branch.
⑤ Our new office design	are more expensive than they used to be.
⑥ The tickets	is more modern than the previous one.
⑦ My raise was	more interesting than last year.
⑧ My training this year was	since we merged with our competitors.
⑨ The office is busier	smaller than last year's.



14.6 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



Anne and Patrick are talking about the new office they've just moved to.

Patrick says the new office is more modern.
True False Not given

① He thinks the old office was more comfortable.
True False Not given

② He says the new computers are faster.
True False Not given

③ He says the software is more complicated.
True False Not given

④ Patrick likes the new café in the building.
True False Not given

⑤ He says the building is closer to his apartment.
True False Not given

⑥ He travels to work on the train.
True False Not given

⑦ Patrick is going to a Chinese restaurant for lunch.
True False Not given

⑧ Anne has been to the restaurant before.
True False Not given