

Part 2: Grammar

1 Complete the sentences with the past simple or present perfect form of the verbs in brackets

- 1 Anna (work) here for ages. She still does the same job.
- 2 The sales office (close) down over a month ago.
- 3 The Managing Director (just / organize) a meeting with all line managers.
- 4 (you / call) him back yet?
- 5 What time (she / arrive)?
- 6 I don't think we (ever / meet) before, have we?
- 7 We (not / take) the opportunity when we had the chance.
- 8 Things (not / improve) that much since he took over.
- 9 (you / ever / speak) to the CEO?
- 10 You know a lot about this company. How long (you / work) here?

2 Complete the sentences with the correct form of can or be able to

- 1 Do you think you / come to the launch party next week?
- 2 We may offer you a slightly better discount – I'll try my best.
- 3 So far I (not) get in touch with her, but I'll keep trying.
- 4 As far as I see, you have a valid complaint.
- 5 Do you know if Amanda speak Spanish?
- 6 Do you think you will finish on time, or will you need a few more days?