

# ENGLISH QUIZ FINAL TERM



Name: \_\_\_\_\_

A. Complete the following sentences correctly using the words from the box.

responsible for      vacancy      annual leave      follower      period  
make a decision      qualification      reminder      update      time off

1. As the manager, you are \_\_\_\_\_ overseeing the team's performance and ensuring project deadlines are met.
2. The job requires a high level of \_\_\_\_\_ in project management and a strong background in data analysis.
3. The team leader must \_\_\_\_\_ on the new software vendor before the end of the week.
4. In our organization, we value innovation and encourage every employee to be a leader rather than a \_\_\_\_\_.
5. Please send a \_\_\_\_\_ for the upcoming staff meeting to discuss the quarterly financial report.
6. The system needs an \_\_\_\_\_ to work appropriately.
7. We have a \_\_\_\_\_ in the finance department, and we are actively seeking candidates with strong accounting skills.
8. Employees are entitled to \_\_\_\_\_, and it's important to coordinate time off requests to ensure smooth workflow.
9. Don't forget to submit your request for \_\_\_\_\_ well in advance to allow for proper scheduling and planning.
10. Please submit your expense reports by the end of the accounting \_\_\_\_\_ to ensure timely processing.

B. Classify the following sentences according to their use. Type them in the boxes.

Would you like...?

Are you ready to order?

I'd have a...?/ I would have

to summarize

Could I have the bill?

the aim of this meeting is...

Can I help you?

the situation is that

the deadline for...

we plan to...

I agree...

What's the deadline?

please take a seat

so, to summarize

I don't agree

What do you think?

what you are saying is...?

I think we should

in my opinion

would you like a coffee?

Making  
Conversation

1  
2  
3

Expressing  
Opinion

1  
2  
3  
4  
5

Ordering in a  
restaurant

1  
2  
3  
4  
5

Planning a  
schedule

1  
2  
3  
4  
5  
6  
7

# ENGLISH QUIZ FINAL TERM

- L** You are on the stairs. Look at the plan and complete the sentences with the words from the list.



on the right   on the left   behind   on  
in   next to   between   in front of

- 1 Production is \_\_\_\_\_ HR.
- 2 Finance is \_\_\_\_\_ Logistics and IT.
- 3 You are \_\_\_\_\_ the first floor.
- 4 The water fountain is \_\_\_\_\_ the cafeteria.
- 5 Logistics is \_\_\_\_\_.
- 6 Marketing is the last door \_\_\_\_\_.
- 7 The lift is \_\_\_\_\_ the cafeteria.
- 8 Marketing is \_\_\_\_\_ Sales.

Complete the following sentences using *this, that, these, those*

1. The sales report indicates positive results in \_\_\_\_\_ month.
2. Please review \_\_\_\_\_ documents on the table before the meeting tomorrow.
3. \_\_\_\_\_ new software system will streamline our operations.
4. The team is working diligently on \_\_\_\_\_ important client account.
5. \_\_\_\_\_ financial statements need to be finalized by the end of the week.

Complete the next sentences correctly using simple past, future going to, and present continuous.

1. Where \_\_\_\_\_ you \_\_\_\_\_ ( live ) by next year.
2. He \_\_\_\_\_ ( discuss ) the new project right now.
3. I consider I \_\_\_\_\_ ( working ) as far as I can do in this project.
4. We \_\_\_\_\_ ( wait ) for him to decide at the moment.
5. I \_\_\_\_\_ ( not send ) the email yesterday.
6. \_\_\_\_\_ you \_\_\_\_\_ ( include ) the files in the email?
7. I \_\_\_\_\_ ( be ) frustrated because the project plan didn't work.
8. I \_\_\_\_\_ ( forget ) to tell you about the meeting last week.
9. \_\_\_\_\_ you \_\_\_\_\_ ( attend ) the meeting tomorrow?
10. They \_\_\_\_\_ ( not deliver ) the products in good condition.
11. Who \_\_\_\_\_ ( arrange ) the last meeting?
12. She \_\_\_\_\_ ( talking ) with him in this moment.

Klaus works for Pioneering, a seed company. He's talking about his job. Replace the phrases in **bold** with the phrases from the list.

*annual leave   deadline   long weekend   public holiday  
some time off   busy period*

We have a **lot of work** <sup>1</sup> \_\_\_\_\_ at the beginning of the year. The shops need the seeds in February and our **final date** <sup>2</sup> \_\_\_\_\_ to get the seeds ready is the end of January. It doesn't give us much time. I try to take a **break** <sup>3</sup> \_\_\_\_\_ at Easter, and in May we have a **national day off** <sup>4</sup> \_\_\_\_\_, so I usually take a **holiday from Friday to Monday** <sup>5</sup> \_\_\_\_\_. In the summer the company closes for two weeks and we all have our **holidays** <sup>6</sup> \_\_\_\_\_.

Complete the conversation with the phrases from the list.

*isn't very good   has a lot of experience in   good at  
doesn't have any experience in   a qualification in*

- A We're looking for an advertising assistant and we have a strong candidate. She has <sup>1</sup> \_\_\_\_\_ marketing. She is imaginative and energetic, but she <sup>2</sup> \_\_\_\_\_ our product range.
- B I don't think that's a problem – she can learn that. She's <sup>3</sup> \_\_\_\_\_ organizing and planning. I saw some of her work at the interview. She also <sup>4</sup> \_\_\_\_\_ managing people.
- A Yes, but she <sup>5</sup> \_\_\_\_\_ at presenting – she was terrible at the interview.
- B She can do a presentation course to help her though.