

Progress test 4 - Nestle A2

I. VOCABULARY

1. Complete the text by choosing the correct option (A, B or C).

This is my department. We ¹ _____ customer orders. Ahmed ² _____ the team and he ³ _____ our work. Our department helps to ⁴ _____ our products. We tell customers about new products when we receive orders. I deal with the financial side: invoices and payment. I ⁵ _____ if the invoices are correct and ⁶ _____ customers about problems with payment.

- | | |
|-------------------------|-----------------------|
| 1 A. develop | 4 A. develop |
| B. deal with | B. promote |
| C. promote | C. organize |
| 2 A. is responsible for | 5 A. support |
| B. contacts | B. am responsible for |
| C. checks | C. check |
| 3 A. develops | 6 A. contact |
| B. promotes | B. promote |
| C. organizes | C. am responsible for |

2. Match 1-5 to A-E to make questions and sentences. The first has been done for you as an example.

- | | |
|-------------------------|-------------------|
| 1. Can we arrange __C__ | A. are you free? |
| 2. What time _____ | B. good for you? |
| 3. I'm free on _____ | C. a meeting? |
| 4. Is 10.00 a.m. _____ | D. Monday |
| 5. Sorry, _____ | E. I'm busy then. |

II. READING

Read this email invitation to a job interview and choose the best answer for each question below.

To: Grace Yang
Date: 6 September
Subject: Invitation to job interview

Dear Grace,

Thank you for your application for the position of sales manager.

We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London.

You will meet with our head of sales, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

Please bring your CV and references to the interview. You will also need to show a form of ID at reception to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to reschedule, please call me on 555-1234 or email me by 12 September.

I look forward to meeting you.

Best regards,

Anna Green
Human Resources Assistant

1. What job did Grace apply for?

- A. Head of sales
- B. Sales manager
- C. Sales assistant
- D. Human resource assistant

2. When is the job interview?

- A. 6 September
- B. 12 September
- C. 21 September
- D. 22 September

3. How long will the interview take?

- A. Under an hour
- B. Just over an hour
- C. Over two hours
- D. A day

4. What does Grace need to bring to the interview?

- A. Her CV
- B. Her references
- C. Her ID
- D. All of the above

5. Who should Grace ask for at reception?

- A. The reception manager
- B. Susan Park
- C. Anna Green
- D. Grace Yang

III. LISTENING

Are these sentences True or False.

1. Luciana has short, dark hair.

True

False

2. The guy on the phone is Ian - the Marketing Director.

True

False

3. Maria is responsible for the new orders.

True

False

4. Yuki should write everything down.

True

False

5. Sebastian works in communications.

True

False

IV. WRITING

Jim Berman, your business partner, is travelling to your city this week. You want to invite him to your company next Tuesday. Write him an email giving directions to your company. Try to write no more than 150 words.