

GOOD LUCK!

LANGUAGE REVIEW: MODALS 1: ABILITY, REQUESTS AND OFFERS

A Choose the correct words to complete the conversation.

A (1)(Would / Can) I help you?

B Yes. I'm here to see Marcia Lopez.

A (2)(Could / Would) I have your name, please?

B It's Jensen. Lars Jensen.

A Ah, yes, Mr Jensen. We're expecting you. (3)(Would / Can) you like a cup of tea or coffee?

B No, thank you. But (4)(would / can) I use my mobile phone here? I'd like to make a call.

A No problem. Or (5)(would / could) you like to use the meeting room? No one's in there right now.

B That would be great. Thanks.

LANGUAGE REVIEW: PRESENT SIMPLE AND PRESENT CONTINUOUS

A Complete the e-mails using the correct form (present simple or present continuous) of the verbs in brackets.

Dear Lazlo,

We (6)_____ (need) to talk urgently. What (7)_____ (you do) first thing tomorrow morning? Can we get together? I (8)_____ (usually arrive) at the office at eight o'clock so how about eight thirty?

Juan

Dear Juan,

I (9)_____ (work) in the New York office this week. So we can't meet, but I can call you. The time difference (10)_____ (be) five hours so I'll call you in London at 13:00 your time.

Lazlo

VOCABULARY: CAREER MOVES

A Complete the sentences with words from the box.

break	ladder	move	opportunity	plan
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- 11 Changing to a job with more responsibility can be difficult, but it can be a great career _____.
- 12 I have a new baby son so I'm taking a six-month career _____ to look after him.
- 13 I finish university this year, but I don't yet have a clear career _____.
- 14 Engineers often climb the career _____ by taking a management job.
- 15 We want to offer you a great career _____ – we want you to become the manager of the Hong Kong office.

B One word in each sentence is incorrect. Cross it out and write the correct word.

- 16 When Jorge sells his business, he'll do a fortune. _____
- 17 Sal Davis is being a promotion from assistant manager to manager. _____
- 18 I don't write German very well and I often do mistakes. _____
- 19 Every year, two or three employees work early retirement. _____
- 20 Everyone is making overtime tonight because we have an important deadline tomorrow. _____

VOCABULARY: DESCRIBING COMPANIES

A Complete the sentences with the words in the box.

head office	share price	subsidiary	turnover	workforce
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- 21 Our _____ is about €1m a year.
- 22 I work for the Brazilian _____ of a multinational pharmaceutical company.
- 23 We plan to hire 250 new employees and double the size of our _____ to 500.
- 24 When a company announces a good net profit, its _____ often increases.
- 25 We have regional offices all over Europe, but our _____ is in Madrid.

B One word in each sentence is incorrect. Cross it out and write the correct word.

- 26 Samsung is a Korea company which makes electronics. _____
- 27 Toyota is a Japanese car manufacture. _____
- 28 Petrobras is an oil and gas company; it's Brazil's. _____
- 29 Cisco Systems supplies Internet equipments. _____
- 30 Hapag-Lloyd is a Finnish company. It operates container ships. _____

SKILLS: TELEPHONING: MAKING CONTACT

A Match the sentence beginnings (26–30) with the endings (a–e).

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|----|-----------------------|----|--|
| 31 | Could you transfer me | a) | hold? |
| 32 | Can I leave | b) | a message? |
| 33 | Could you tell me | c) | her I called? |
| 34 | Can you | d) | to the technical support department, please? |
| 35 | Could you tell | e) | what it's about? |

B Complete the conversation with the sentences (a–e).

- a) This is Marcel Dubois from Clark and Company.
- b) Could you ask him to call me back?
- c) I'm afraid there's no answer.
- d) Could I speak with Fawaz Abbas, please?
- e) Is this the marketing department?

A Hello, ABC Consulting. Can I help you?

B (36)_____

A Yes, it is.

B (37)_____

A Who's calling, please?

B (38)_____

A OK, Mr Dubois, I'll put you through.

B Thanks.

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A (39)_____

Can I take a message?

B (40)_____

He's got my number.

A OK, Mr Dubois.