

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).

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.