

NAME:

DATE:

FINAL EXAM BUSINESS PARTNER A2

READING

1) Read the emails and complete the sentences with ONE WORD.

Re: Project meeting
Dear Emilia,
As you know, we have a project meeting on Monday. Can we meet on Tuesday, instead?
Regards,
Simon

Re: Project meeting
Dear Simon,
I'm sorry, I have a factory visit all day on Tuesday. I'm available on Wednesday or Friday.
Does that work?
Regards,
Emilia

Re: Project meeting
Wednesday's good for me. Shall I come to your office, at 10 a.m.? Or we can go to the canteen instead and talk there. I need to finish by 11 a.m.
Simon

Re: Project meeting
The canteen at 10 sounds great. We need to look at the production data together, but we can finish by 11 a.m. See you then.
Emilia

1. Simon and Emilia are having a _____ meeting.
2. First, Simon wants to change the day of the meeting to _____.
3. Emilia is visiting a _____ on Tuesday.
4. They are both free on _____.
5. They agree to meet in the _____.
6. The meeting will take no more than _____ hour.



LISTENING

2) Listen to Donna's conversation with her assistant, Gary. Complete Donna's diary for next week.

	a.m.	p.m.
MONDAY	Work from 1 _____	have a 2 _____ meeting with Jameson's
TUESDAY	Send 3 _____ to Gary	Lunch with the new 4 _____
WEDNESDAY	have a 5 _____ meeting with the team	have a 6 _____ with the Japanese Office

GRAMMAR AND VOCABULARY

3) Complete the text with the PRESENT SIMPLE of the verbs in brackets.

My name is Julia . I work at a research company and I _____ (BE) a Senior Research Manager. I _____ (NOT DRIVE) to work . I always _____ (CYCLE) to and from work. My manager and I _____ (WORK) in the same office. We _____ (BE) part of the same team. My manager, Wendy, _____ (BE) an IT Specialist. She usually _____ (ARRIVE) at work at 10 and then she _____ (LEAVE) at 6. She _____ (NOT EAT) lunch in the company. She often _____ (HAVE) lunch in a café near the office.

4) Write QUESTIONS for the answers.

1. _____ ?

My desk is next to the window.

2. _____ ?

No, we don't usually travel for work.

3. _____ ?

I get to work by bus.

4. _____ ?

I go to the gym twice a week.

5. _____ ?

I start work at 7 a.m. every day.

6. _____ ?

Yes, Peter works from home every day.



5) QUANTIFIERS. Choose the correct word.

1. I don't drink MUCH / MANY coffee during the day.
2. We don't have MUCH / MANY deliveries at the weekend.
3. We have A / SOME big warehouse near the city.
4. We made MANY / A LOT OF money from online sales.
5. I don't have MUCH / MANY time to prepare the report.
6. Do you have ANY / MANY information on your website?

6) Complete the sentences with the correct form of BE with THERE. Also add SOME or ANY.

1. _____ (money) in the bank?
2. _____ (not extra costs) for delivery.
3. _____ (stores) near here?
4. _____ (information) on the website.
5. _____ (discounts) on this product?
6. _____ (not coffee) in the coffee machine.

7) JOBS & TASKS. Choose the correct option.

1. I have to ANSWER / GIVE the phone in the mornings.
2. We MAKE / DO research to find new clients.
3. My sister often travels FOR / WITH work.
4. Our sales team DO / MAKE phone calls to clients.
5. The accountants ANALYSE / LOOK sales data.
6. My colleague processes ORDERS / REPORTS



8) Complete the sentences with the words in the box.

AGENDA * BOOK * BRIEF * CALCULATE * PRESENTATION * UPDATE

1. I want to get an _____ from our team on their work.
2. We need to _____ a room for our meeting.
3. I want to create a _____ for the new project.
4. I can send out the _____ for tomorrow's meeting in an email.
5. I need to _____ the production costs of the new building.
6. I want to prepare the _____ that I'm giving at next week's conference.