

GRAMMAR

1. Complete the sentences with present simple or present continuous.

1. I often _____ (go) to work by bus.
2. We _____ (need) to wait. I _____ (not/know) how long.
3. The boss isn't here. She _____ (have) lunch with a client.
4. I _____ (not/understand) what you _____ (try) to say. Can you explain it another way?
5. Tom _____ (work) as an architect for a large firm in London. This month, his company _____ (design) a new office building for one of its main clients.
6. I usually _____ (leave) the office at 5pm, but this week I _____ (stay) late because of the new project.
7. Pablo is a journalist - he _____ (write) articles for a well-known newspaper. Right now, _____ he (write) about the economic situation in his country.
8. Owen _____ (talk) on the phone at the moment. He _____ (not/usually/make) calls in his work.
9. Jenny _____ (be) on maternity leave. She _____ (not/work) at the moment.
10. I _____ (not/have) time to talk right now. I _____ (see) the manager.

_____ / 10

2. Complete the sentences with the past simple.

- 1) Bob _____ (come) home from school late.
- 2) She _____ (study) hard and _____ (pass) the exam.
- 3) I _____ (speak) to the director as he was leaving the room.
- 4) Dr. Johnson _____ (get up) early this morning.
- 5) _____ (Mary /do) her homework and _____ (she/go) to school?
- 6) Those students _____ (not work) hard last semester.
- 7) Lúcio _____ (stop) at the corner and _____ (call) us.
- 8) _____ (you/try) to talk to Helen last night?

- 9) My dad _____ (catch) a cold when he _____ (be) in Canada.
- 10) She _____ (not leave) home early yesterday.
- 11) They _____ (know) each other very well when they _____ (be) kids.
- 12) The teacher _____ (bring) the exams corrected.
- 13) She was cleaning the vase when she _____ (drop) it.
- 14) I _____ (not meet) any nice people at the party last weekend.
- 15) We _____ (fly) to the USA on a great airplane.

_____ / 15

3. Arrange the words in the correct order to create questions:

1) last / Why / fight / the / begin / they / week / did

2. How / movies / often / do / the / watch / boys

3. arrive / usually / When / does / train / the

4. last / did / weekend / Who / party / Otto / Fritz's / to / birthday / invite

5. Brompton / is / far / to / How / here / it / from

6. time / What / your / does / English / usually / class / start

7. tomorrow / evening / are / doing / you / What

8. last / did / holiday / go / on / you / When

9. your / your / and / mother / father / did / enjoy / trip / their / Japan / to

10. when / How / were / went / old / you / you / to / school

_____ / 10

4. Complete the sentences with the correct form of the comparative or superlative.

1. My sister thinks she's _____ (intelligent) than me, but I don't agree!
2. Avatar is probably _____ (bad) film I've seen!
3. What is _____ (wet) month of the year in England?
4. Do you think the Harry Potter films are _____ (good) than the book
5. Who is _____ (powerful) person in your country?
6. I think Men in Black 1 was _____ (funny) than Men in Black 3.
7. Is Angelina Jolie _____ (old) than Sandra Bullock?
8. John is _____ (nice) person that I know.
9. What's the _____ (low) recorded temperature in the world?
10. Greece is _____ (dry) than Germany.
11. The weather is _____ (good) today than it was yesterday.
12. July and August are usually the _____ (hot) months in France.
13. I think spring is _____ (comfortable) than summer.
14. It was the _____ (bad) winter for ten years.
15. The last test was _____ (easy) than this one.

_____ / 15

5. Complete with the correct form of *as ... as*:

1. The blue car is _____ the red car. (*fast*)
2. Peter is _____ Fred. (*not/tall*)
3. The violin is _____ the cello. (*not/low*)
4. This copy is _____ the other one. (*bad*)
5. Oliver is _____ Peter. (*optimistic*)
6. Today it's _____ yesterday. (*not/windy*)
7. The tomato soup was _____ the mushroom soup. (*delicious*)
8. Grapefruit juice is _____ lemonade. (*not/sweet*)
9. Nick is _____ Kevin. (*brave*)
10. Silver is _____ gold. (*not/heavy*)

_____ / 10

VOCABULARY

1. Complete the sentences with the right words. The first letter is given to you.

1. Our **c**_____ buy from us because our prices are very good.
2. Over 200 members of **s**_____ work in our New York office.
3. We use a Brazilian **c**_____ to give us advice about the South American market.
4. I'm self-employed and I'm currently working for a **c**_____ based in Paris.
5. If I have a lot of work, my **c**_____ often helps me.
6. We always use the same **s**_____ when we need new computers or printers.
7. The **e**_____ **a**_____ say they have two people who are interested in the new sales job.
8. New employees have to do two weeks of **t**_____ before they can start working.

_____ / 8

2. Choose the correct option:

1. The Production Department **generate** / **manufacture** the products in the factory.
2. The IT Department **maintains** / **resolves** the computer systems and software.
3. The Quality Control Department **controls** / **checks** that there are no problems with the products.
4. The Sales Department **generates** / **controls** new business with customers.
5. The Customer Service Department **resolves** / **complaints** customer problems when they call.
6. The Purchasing Department **sells** / **buys** products from Suppliers.
7. The Logistics Department **dispatches** / **purchases** the products to the customers.
8. The Accounts Department **checks** / **invoices** customers for the products that they purchased.
9. The HR Department **recruits** / **maintains** new people to work in the company.
10. The Finance Department **controls** / **invoices** budgets and other costs.

_____ / 10

3. Complete with the correct word from the list. Five words are extra:

issue, solution, complaint, refund, discount, feedback, compensation, credit voucher, replacement, query
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1. I'm afraid we don't give refunds, but we can give you a _____ to use in the shop at a later date.
2. Can you explain the _____ with your order in more detail?
3. Bring the computer back and we will give you a _____ to take home today.

4. we can offer you a 15% _____ if you pay today.
5. I have a _____ about the price. Is it 25.99 or 29.99?
6. I'm sorry but I can't offer you a _____ right now.

_____ / 6

READING

The International Centre

Whether you are looking for a conference venue or a place to have your meetings and your training days, the International Centre is the perfect modern space for your event. Offering free Wi-Fi, secure parking and all-day refreshments, the International Centre has 120 meeting rooms and a theatre for up to 1,000 people. Conveniently located in the city centre, the International Centre is close to the shops and only a ten-minute walk to the train station.

The Grand West

The Grand West is a country house surrounded by rolling hills and beautiful scenery, only a 30-minute drive from the airport. With 76 hotel rooms, 12 meeting rooms and a conference room that takes up to 200 people, the Grand West offers free Wi-Fi and a whiteboard in every room. You can also make use of the gardens of the Grand West for team-building events and outdoor activities. Our indoor swimming pool, gym and 18-hole golf course will ensure that your event is relaxing and enjoyable for everyone.

Read the two adverts for corporate venues and mark the sentences T (true) or F (false):

1. If you need a large conference venue for about 600 people, you should book the International Centre. _____
2. If you want to go shopping after your meetings, you should book the Grand West. _____
3. Only the International Centre offers free Wi-Fi. _____
4. If you go to a conference at the International Centre, you can have food and drink any time during the day. _____
5. You can have fun playing golf if you go to an event at the Grand West. _____
6. You have to walk for 30 minutes if you want to go from the Grand West to the airport. _____

LISTENING:

1. Listen and mark the sentences T (true) or F (false):

Peter Miller is not a medical doctor. ____

Peter sells machines for hospitals and doctors. ____

Starlight is the name of Alessandro's company. ____

Alessandro is the manager of the company. ____

Megumi thinks her real name is difficult to say. ____

Andres is a not permanent member of the team. ____

2. Listen and arrange the sentences in the right order.

Marina says how she got John's phone number. ____

Marina says that she needs some product information. ____

Marina asks for a brochure and prices. ____

Marina leaves her email address. ____

Marina asks John to call her back. ____

Marina introduces herself. ____