

Name _____

Date _____

Egzamin z języka angielskiego

Technik Administracji

1. Translate to English .Przetłumacz na angielski

długopis -

papier -

ołówek -

notes, notatnik,-

koperta -

plik na komputerze, teczka na
dokumenty, dokument -

kalkulator -

pieczęć -

nożyczki -

faktura -

zszywacz -

umowa -

klej -

cennik

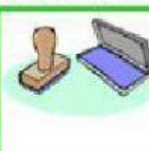
2.Match the collocation. Połącz odpowiednie tłumaczenia.

- | | |
|-------------------------|---------------------------------|
| 1.answer the phone | a) obsługiwać klienta |
| 2.make a phone call | b) skanować dokumenty |
| 3.copy documents | c) kopiować dokumenty |
| 4.scan files | d) wysłać wiadomość sms |
| 5.send an e-mail | e) wysłać e-mail |
| 6.send a text message – | f) organizować spotkanie |
| 7.type a letter – | g) odebrać telefon |
| 8.arrange a meeting | h) napisać list (na komputerze) |
| 9.serve a customer | i) telefonować, dzwonić |
| 10.print a document | j) wydrukować dokument |

3.What do you know about secretary's"? Co wiesz na temat sekretarek i czym się zajmują?

IN MY OFFICE

Choose the correct answer.

				
a) Printer b) Connector c) Calculator	a) Coffee maker b) Kettle c) Teapot	a) Diary b) Board c) Calendar	a) White board b) Cork office board c) Cabinet	a) Table b) Desk c) Cabinet
				
a) Copybook b) Diary c) Notepad	a) Stapler b) Stamp c) Hole punch	a) Lesson b) Coffee break c) Meeting	a) Computer b) Laptop c) Notebook	a) Closet b) Cupboard c) File cabinet
				
a) Notebook b) office address book c) Book	a) Laptop b) Tablet c) Computer	a) Armchair b) Sofa c) Office chair	a) Shredder b) Printer c) Photocopier	a) Screen b) Printer c) Fax machine
				
a) Exposé b) Presentation c) Conference	a) Scanner b) File holder c) Keyboard	a) Eraser b) Rubber c) Rubber stamp	a) Bin b) Shredder c) Shelf	a) Interactive board b) Notice board
				
a) Binder b) File c) X files	a) Slot machine b) Vending machine c) Machine	a) Mobile b) Smart phone c) Telephone	a) Stapler b) Puncher c) Tape	a) Flash drive b) USB stick c) Memory stick

B5 and 6: Phone Conversation

Leave a message:

A: Hello, this is _____. Can I help you?

Yes, can I speak to Mr. Brown?

A: I'm sorry, he's not here right now. Can I take a message?

Yes, can you ask him to call me?

A: Okay, what is your name and phone number?

A: Let me check that. Your name is _____, and your phone number is _____.

Yes, that's right.

A: I'll give him the message.

Thank you, Goodbye.

Make an appointment:

A: Hello, this is _____. Can I help you?

Yes, I need to make an appointment with Mr. Brown.

A: I can do that for you. What day is good for you?

A: What time can you come in?

A: That's _____ at _____.

Change an appointment:

A: Hello, this is _____. Can I help you?

Yes, I need to change my appointment with Mr. Brown.

A: Okay, I can do that for you. When do you want to come?