

2 | Progress test

Complete the form with words from the list.

Marketing Manager USA Anator International
Mr Owen Farley San Francisco

Name: ¹ _____
Job: ² _____
Company: ³ _____
Address: 58 Mason Street
City: ⁴ _____
Country: ⁵ _____

Complete the countries. Use four letters.

- 6 My head office is in Madrid in S _____.
7 I work for Sony in Tokyo in J _____.
8 My head office is in Singapore, but I'm from Beijing in C _____.
9 A Are you from South K _____?
B Yes, I'm from Seoul.

Underline the correct words in this conversation.

- A ¹⁰ *Where / What* are you from?
B I'm ¹¹ *from / for* Chile and my head office is in Spain.
A What's your ¹² *country / company*?
B I work ¹³ *from / for* Seat cars.

Language at work

Complete the sentences. Use pairs of words from the list.

's + isn't Is + isn't Is + is is + isn't is + is

- 14 A _____ he in the office?
B No, he _____.
15 He _____ in the head office, but she _____.
16 A _____ she in Rio?
B Yes, she _____.
17 A Is Peter in the head office?
B Yes, he _____, but he _____ in the office today.
18 My company _____ BMW and our head office _____ in Germany.

Tick (✓) the right answer.

- 19 Is Jane a manager?
Yes, she's. _____ Yes, she is. _____
20 Is Recife in Mexico?
No, it's. _____ No, it isn't. _____
21 Where's Tahir?
He's in Turkey. _____ Yes, he is. _____
22 Is the number 347 657?
No, it is. _____ Yes, it is. _____

Business communication

Put the words in the right order.

- 23 there / is / Fred / Hello / ?

24 I / speak / please / Can / Marco / to / ?

25 Lukas / Is / the / office / in / ?

26 sorry / isn't / in the office / No / I'm / he / .

Read the conversation. Replace the words in bold with the words in a-d.

- a is Rosa there
b Good morning
c 's out
d Yes, of course

27 ____ 28 ____ 29 ____ 30 ____

- A ²⁷ **Hello**, Maia speaking.
B Hi, ²⁸ **can I speak to Rosa**?
A I'm sorry, she ²⁹ **isn't in the office**.
B Oh. Is Alex in the office?
A ³⁰ **Sure**. One moment.

Result _____ / 30 marks