

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