

TEST

Working with words

Complete these sentences with words from the list.

CV	copy	business card	note	order	receipt
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- 1 Nice to meet you. Here's my _____.
- 2 That's two dollars ninety nine. Do you want a _____?
- 3 To apply for the job, please send your _____.
- 4 A I'd like five printers and twenty boxes of discs.
B Sure. Can you fill in an _____ form, please?
- 5 Can you send a hard _____ of the invoice in the post, please?
- 6 Did the driver leave a delivery _____ with this package?

Language at work

Complete this conversation with the past simple form of the verbs in brackets.

- A Hi! Where ¹³ _____ (be) you this morning?
B At the meeting with Mark and Barbara. Why ¹⁴ _____ (not / be) you there?
A Oh no! I ¹⁵ _____ (not / remember), I'm really sorry. What ¹⁶ _____ (you / say) to them?
B I ¹⁷ _____ (apologize) for you and they ¹⁸ _____ (be) fine about it. Anyway, we ¹⁹ _____ (decide) to book the Century Hotel for the conference in October.
A ²⁰ _____ (you / call) the hotel? They are often very busy in October.
B No, I ²¹ _____ (not / do).
A I'll do it.
B Thanks. Who ²² _____ (Mark and Barbara / want) to give the main presentation?
A We ²³ _____ (not / have) time to discuss that. I'll call them tomorrow about that.

Business communication

Put the words in *italics* in the right order to complete these sentences.

- 24 I'll / as / know / can / let / soon / you / as / I

- 25 There / some / with / problems / your / order / are

- 26 We / to / documents / send / the / need

- 27 We / some / 've / problems / got

- 28 We / that / but / did / didn't / work / it

- 29 That / great / be / would

- 30 Thanks / for / help / a / your / lot
