

TEST

Working with words

Complete these sentences with words from the list.

CV copy business card note order receipt

- 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 _____

