

UNIT 11 TEST

Working with words

Choose the correct answer from the words in italics.

- 1 The company is planning a corporate **event / venue** next July.
- 2 The **venue / trip** for this will be the Open Golf Championship.
- 3 We are going to **offer / entertain** our clients over three days.
- 4 On the first evening, **hosts / guests** will attend a luxury buffet dinner.
- 5 For the second day, we have **booked / accepted** golf lessons with a local professional golfer.
- 6 On the third day, a trip to a local museum has been **arranged / held**.
- 7 We are going to send out **offers / invitations** to selected clients next week.
- 8 We think that about 50–70 people will **accept / book**.
- 9 You may ask: what is the **event / purpose** of the project?
- 10 It is to **hold / improve** our relationships with our most important clients.



Language at work

Complete the questions with the correct form of the word in brackets.

- 11 about trains to Oxford? (information)
Yes, there's a timetable up on the wall over there.
- 12to spend on prizes? (money)
I'm afraid not. They've cut the budget!
- 13for translating talks during the conference? (facilities)
Sorry, no. We expect everyone to speak English.
- 14? I'm really thirsty. (water)
Sure, here you are.
- 15near here? (hotel) Yes, there's one just down this street.
- 16have you got? (luggage)
Just a suitcase and a handbag.
- 17have you been to Beijing? (time)
More than five. I first went there when I was working for HSBC.

18at this time of night? (taxi)
Yes, there are lots. There's a taxi rank over there.

19do you do in a year? (travel)
Quite a lot. I go abroad once or twice a month.

20 to do any shopping? (time)
Yes, we've got an hour or two free tomorrow, when the conference ends.

Business communication

Jose has travelled from Portugal to visit your factory. Write appropriate sentences using the prompts.

21 Invite Jose for a drink after work.

22 Jose needs help with his laptop. Offer to help.

23 Offer Jose a cup of tea

24 Jose invites you to the theatre this evening. You can't because you are meeting a friend this evening.

25 Invite Jose to dinner at a local restaurant.

26 Jose offers to pay for the meal. Decline politely.

27 Jose invites you out to lunch today. You are too busy

28 Jose needs to do some interviewing while he is with you. Offer Jose the use of your office.

29 Jose invites you to visit him in Lisbon. Accept

30 Jose needs to write a report on his visit. Offer to help him with it.

