

6 Progress test

Working with words

Complete these sentences with words from the list.
Note that one word cannot be used.

trip	facilities	journey	travel	venues	check
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- 1 How did your business _____ go? Was it successful?
- 2 I don't mind a long _____ on a plane if it's comfortable and there aren't any delays.
- 3 Have they confirmed all their _____ arrangements with us? For example, when are they arriving?
- 4 Why don't you _____ in online, rather than waiting at the airport?
- 5 The _____ at that airport are excellent for business travellers. They even provide secretarial services.

Complete these words with the missing letters.

- 6 This is a local spe_____ cooked in olive oil.
- 7 What kind of entert_____ do you think they would enjoy? Perhaps opera? Or a play?
- 8 There's a weekend exc_____ to Sicily which you might enjoy while you're here.
- 9 When you travel as much as I do, visiting old castles, museums, and sigh_____ is fairly tiring to be honest.
- 10 Thank you so much for your hosp_____. Everyone's been so kind to me.
- 11 I hear the ni_____ is good in Barcelona. Let's go out tonight and see if it's true.

Choose the correct answer from the words in *italics*.

- 12 Would you like to freshen *out / up / off* before dinner?
- 13 I will pick Mr Hayes *off / out / up* from the hotel.
- 14 He needed more time to show them *up / around / for* the factory, so I guess they're still there.
- 15 You will need to check *out / in / on* at reception when you arrive, and then join us in the bar.
- 16 One thing I'd like to do while I'm here is to meet *along / up / on* with an old friend who lives in the centre of town.
- 17 How about eating *in / out / with* at that restaurant?

Business communication skills

Match 18-24 to a response in a-h. Write the letters after the sentences. Note that one response cannot be used.

- 18 Did you have any trouble finding us? ____
- 19 It's nice to meet you in person. ____
- 20 Can I get you a coffee? ____
- 21 Let me take your coat. ____
- 22 We're going to begin with a tour of the technical centre. ____
- 23 For your safety, don't touch the machinery.
- 24 We'll catch up again after lunch. ____

- a No, not really.
- b That sounds good. Let's go.
- c It's fine thanks.
- d Great. See you then.
- e I'll hang on to it for now.
- f Thanks. White, please.
- g Sure. No problem.
- h Likewise.

Language at work

Complete this conversation with verbs from the list.

don't need have to allowed supposed need
mustn't

- A** OK. The first thing to remember is that you
 ²⁵ _____ log on, so you'll always
 ²⁶ _____ to remember your password.
- B** I heard that they change the passwords every
 month.
- A** IT is ²⁷ _____ to reset them, but often
 don't do it. OK, once you've typed it in, wait a
 few seconds while the system opens. You
 ²⁸ _____ click anything, or it all crashes.
- B** I see. By the way, am I ²⁹ _____ to send
 personal emails? Or is that against the rules?
- A** No, you ³⁰ _____ to worry too much, but
 you mustn't download any unknown
 documents.