

4 | Progress test

Match 1–10 to definitions a–j.

- | | |
|------------------------|--|
| 1 ticket machine _____ | a You call people on this. |
| 2 mobile phone _____ | b You enter this with your username. |
| 3 put in _____ | c You buy your tickets from this. |
| 4 Internet _____ | d You do this with your money at the coffee machine. |
| 5 laptop _____ | e You do this when you finish work on your computer. |
| 6 button _____ | f You press this. |
| 7 start menu _____ | g You work on this when you travel for business. |
| 8 switch off _____ | h You copy documents on this. |
| 9 password _____ | i You can search for information on this. |
| 10 photocopier _____ | j You click on this to select a computer program. |

Language at work

Tick (✓) the correct sentences and change the incorrect sentences.

Example:

We work 8 hours always a day.
We always work 8 hours a day.

- 11 They're always late for work. _____
- 12 We work on sometimes Saturdays. _____
- 13 She takes a lunch break never. _____
- 14 Do you often take a sick day? _____
- 15 I finish rarely on time. _____
- 16 Is he usually at the warehouse in the afternoon? _____

Complete these conversations with the missing question words.

- 17 A _____ do you work for?
B Microsoft.
- 18 A _____ does your company produce?
B We don't produce anything. We provide financial services.
- 19 A _____ do you work?
B In Lyon in France.
- 20 A _____ do you have meetings with your boss?
B Never.
- 21 A _____ do you travel to work?
B By bus.
- 22 A _____ do you start work?
B At nine o'clock.
- 23 A _____ do you work at home?
B Because I write computer software. I don't have to work in an office.

Business communication

Replace 24–30 in the conversation with a–g, so that the meaning stays the same. Write the letters next to the numbers.

- | | |
|----------|-----------------------|
| 24 _____ | a Do you want a hand |
| 25 _____ | b help me |
| 26 _____ | c Insert |
| 27 _____ | d Next |
| 28 _____ | e Yes, of course. |
| 29 _____ | f That would be good. |
| 30 _____ | g I'm trying |

- A Hi, can you ²⁴give me a hand?
- B ²⁵Sure. What's the problem?
- A Well, how do I buy a ticket from this machine?
- B First of all, touch the screen. ²⁶Then, press the ticket. Do you want me to press the next train?
- A ²⁷Yes, please. And also ²⁸I don't know how to pay with my credit card.
- B ²⁹Put in the card here. And finally, take your ticket.
- A Thanks a lot.
- B ³⁰Can I help you with your luggage?
- A No, it's OK. I can carry it.