

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.