

Test Preparation 3-4

Working with words

Complete the text with words from the list.

distribution centres factories sales offices
R&D centre head office

I work for an international company. Our
1 _____ is in Sweden –
that's where the management team works. Our
reps work from 30 2 _____
around the world, but we only have six
3 _____ for our stock.
We make the products in the Far East – our
4 _____ are in China, but our
main 5 _____ is in India – this is
where we develop new products.

Match the words from 2 to definitions 1–5.

- 1 We make our products here.

- 2 This is where we test the products and do research
and development. _____
- 3 When our sales reps aren't with a customer, they
work here. _____
- 4 The Management Department of the company
works here. _____
- 5 We deliver the products to customers from this
location. _____

Language at work

There is / there are

Write: ✓ affirmative, ✗ negative, ?
question



✓

a woman in the photo.

✗

a man in the photo..

?

a boy in the photo?



✓

some trees.

✗

any cars.

?

any houses?



✓

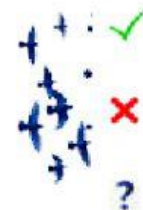
a bottle.

✗

any water.

?

a message?



✓

many birds.

✗

any clouds.

?

any mosquitoes?

Complete the sentences using "there is" /
"there are" / "is there" / "are there" /
"there isn't" or "there aren't".

1. _____ many boys in the class?
2. _____ someone looking at me.
3. _____ some photos in her bag.
4. _____ any eggs in the fridge.
5. _____ a lot of magazines in her
room.
6. _____ a stadium here?

E. Read the sentences and answer the
questions.

a> In Rita's kitchen there are twelve
cupboards, five plates, six spoons and two
cups of tea.

b> In Kim's room there are two books, a
glass of milk, three magazines, five shirts
and four skirts.

Ex. Are there any magazines in Kim's room?

-> Yes, there are three magazines.

1. Are there any shirts in Kim's room? ->

2. Are there any cupboards in Rita's kitchen?

-> _____.

3. Is there a glass of water in Kim's room? ->

_____.

4. Are there any skirts in Kim's room? ->
_____.
5. Are there any plates in Rita's kitchen? ->
_____.
6. Are there any forks in Rita's kitchen? ->
_____.

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

Example: We work 8 hours always a day.

We always work 8 hours a day.

- 1 I go always to the park at the weekend. _____
- 2 I watch sometimes movies on TV. _____
- 3 My sister doesn't usually play tennis after dinner. _____
- 4 My best friend says never bad things about me _____
- 5 My teacher always gives us homework! _____
- 6 He often is late for work. _____

Complete these conversations with the missing question words (what/where/when etc.).

1. A: _____ are you going on vacation?
B: Next Friday.
2. A: _____ are you going?
B: Croatia.
3. A: _____ bought the tickets?
B: My husband did.
4. A: _____ do you go on vacation?
B: Once every two years.
5. A: _____ don't you go more often?
B: Because we don't want to.
6. A: _____ do you do the other years?
B: We relax in the garden and visit friends.
7. A: _____ do you choose your holiday destination?
B: We use the internet.
8. A: And _____ idea was it to go to Croatia?
B: Our neighbors recommended it.

Business communication

Complete the missing words in the four conversations.

A Can you ¹g_____ m_____ a h_____?

B Sure.

A I ²d_____ k_____ h_____ t_____ put these photos onto CD-ROM. I'm ³t_____ t_____ copy them for Bob. Can you ⁴h_____ m_____?

C Yes, ⁵o_____ c_____.

D ⁶H_____ d_____ I send a file to Sandy?

C Let me see.

E Do you ⁷w_____ a h_____?

F That ⁸w_____ b_____ g_____. I don't know how to log on.

G I'm trying to download a document.

H Can I ⁹h_____?

G Oh, ¹⁰y_____, p_____.

H Click on that icon and ...

Put the conversations in the correct order.

A

- a _____ Sure.
- b _____ I've got a problem. I'm trying to book a flight on the Internet, but it doesn't work.
- c _____ John, can you help me?
- d _____ Yes, but I don't know how to enter it.
- e _____ Do you have a username for the website?
- f _____ Click here, then key it in.

B

- a _____ That would be good.
- b _____ What's the problem?
- c _____ How do I print this document?
- d _____ Let me see ...
- e _____ Are you OK, Galina? Do you want a hand?

Speaking