

MIDCOURSE TEST

Part A

Complete the sentences using the verbs in the box. I don't have to take

deal with take do use work

- 1 My job isn't stressful because I don't have to _____ many decisions.
- 2 A receptionist has to _____ the public.
- 3 Most people in modern business have to _____ a computer.
- 4 We're very busy at the moment so I often have to _____ late.
- 5 It's Sunday so she doesn't have to _____ anything!

Part B Choose the correct word (a, b or c) to complete these telephone phrases.

- 6 Can I _____ extension 305, please?
a have b take c put
- 7 I'll _____ him the message as soon as he's free.
a transfer b give c call
- 8 I'm afraid the line is engaged. Will you _____?
a hold b listen c return
- 9 Can I ask her to call you _____?
a repeat b through c back
- 10 Could you _____ me through?
a give b check c put
- 11 I'm phoning _____ your advertisement.
a to b about c at

Part C

Re-organise the letters in the box to form words. Then use the words to complete the sentences. See the example.

Example:

bewseit

A *website* is a group of pages on the Internet.

stocs yemlop sulluay conemicoal teljag rutovner

- 12 You can lower staff _____ if you reduce stress.
- 13 We _____ over five hundred people.
- 14 Our _____ have increased this year.
- 15 I've flown from New York to Delhi and now I have terrible _____.
- 16 I _____ go for a brisk walk in the morning.
- 17 A Chevrolet is more _____ than a Maserati.

Part D

Find the extra word in each sentence and cross it out. See the example. Write the word in the box

Example:

We ~~are~~ make a profit every year.

ARE

- 18 What sort of company do you did work for?
- 19 How many are employees does your company have?
- 20 I have met her last year at a conference.
- 21 I'll to send breakfast up to your room.
- 22 The Porsche is the most attractive than car.
- 23 We did had a good time but it did cost a fortune.

Part E (24–29)

(2 marks per sentence)

Read the telephone conversation between a hotel receptionist and a guest. Then write the e-mail from the receptionist to the guest to confirm the reservation using the prompts in the box.

TELEPHONE CONVERSATION:

- A: Good morning, I'd like to reserve a room for two nights.
B: Certainly. Double or single?
A: Double please. With breakfast.
B: And for what dates?
A: The twenty ninth and thirtieth of June, please.
B: And your name?
A: Luis Violi.
B: Would you like me to confirm that by e-mail?
A: Yes, please. My e-mail address is.....

YOUR E-MAIL TO CONFIRM THE RESERVATION:

confirm / reservation / June.
reserve / room / breakfast.
cost / 190 euros.

Dear Mr Violi

Best regards