

## Vocabulary

Complete the following sentences with a suitable word. Take the definitions into account to help you.

1. The centre is 20 years old and will need capital improvements to remain **s**\_\_\_\_\_.  
(very modern and using the latest ideas and methods).
2. **O**\_\_\_\_\_ offices function well for people who need to be communicating with each other all the time. (workplace, a room which has few or no walls inside).
3. The new project includes recreational facilities and **s**\_\_\_\_\_ offices. (large and with a lot of space).
4. Some procedures are **o**\_\_\_\_\_ and it would be advisable to revise them.  
(not modern).
5. The goods have been sitting in a **w**\_\_\_\_\_ for months because a strike has prevented distribution. (a large building for storing large numbers of goods).
6. **B**\_\_\_\_\_ areas are becoming more prevalent and desirable when planning a modern office. (an area separate from the established working area).
7. The new building is composed of three floors, each **f**\_\_\_\_\_ with training facilities and a cafeteria. (having sufficient supplies).
8. Unfortunately he accepted a lower \_\_\_\_\_ when he changed jobs. (a fixed amount of money agreed as a pay for an employee).
9. I asked the driver to **d**\_\_\_\_\_ me \_\_\_\_\_ at the hotel. (to take someone to a particular place).
10. The company is cutting back on money spent on corporate **e**\_\_\_\_\_ this year.  
(the activity of taking customers out to restaurants, theaters, etc.).
11. Please, let me know when you're coming to office and I'll **s**\_\_\_\_\_ you \_\_\_\_\_. (to go with someone to all parts of a place so that they can learn about it).
12. It was a pity we didn't have enough time to go **s**\_\_\_\_\_ yesterday. We'll do it tomorrow. (To visit interesting places, especially on holiday).
13. Fortunately modern cell phone batteries don't **r**\_\_\_\_\_ as fast as they used to.  
(to have a small supply of something).
14. Every step of the retail **s**\_\_\_\_\_ is now tracked by computer. (the system of people and organization involved in getting a product from the place where it's made to the person who buys it).
15. You can lower the price by cutting out the **m**\_\_\_\_\_ and buying directly from the factory. (someone who makes arrangements between two people).
16. The atmosphere and **h**\_\_\_\_\_ of the new office have made a great impression on all our clients. (friendly behaviour towards guests and customers).

## Grammar

Put a / an / the in each space or leave the space blank.

17) \_\_\_\_\_ friend of mine, Sally Milton, wanted to become 18) \_\_\_\_\_ dancer when she was 19) \_\_\_\_\_ girl. 20) \_\_\_\_\_ every morning before 21) \_\_\_\_\_ school she used to practise in 22) \_\_\_\_\_ living room at 23) \_\_\_\_\_ home. 24) \_\_\_\_\_ dancers need 25) \_\_\_\_\_ lot of 26) \_\_\_\_\_ exercise, so Sally used to go to 27) \_\_\_\_\_ gym two or three times 28) \_\_\_\_\_ week. In 29) \_\_\_\_\_ end she got 30) \_\_\_\_\_ job in 31) \_\_\_\_\_ theatre company and became 32) \_\_\_\_\_ actress. In 33) \_\_\_\_\_ fact, 34) \_\_\_\_\_ last week I saw her in 34) \_\_\_\_\_ programme on 35) \_\_\_\_\_ television.

Choose the correct forms to complete the questions below.

36) I'd like to know \_\_\_\_\_.

- a.
- b.
- c.

37) I was wondering \_\_\_\_\_ the recipe.

- a.
- b.
- c.

38) Would you mind telling me \_\_\_\_\_?

- a.
- b.
- c.

39) How long \_\_\_\_\_ to finish the project?

- a.
- b.
- c.

40) \_\_\_\_\_ in this house?

- a. How much time you have been living
- b. How long you've been living
- c. How long have you been living

### Functions (10 points)

You have scheduled a meeting with your team to discuss the implementation of new security measures and the different stages of the process. Write suitable questions or sentences for each heading.

- You would like to make some questions about the implementation process. (write two questions)
  
- You have some reservations about one of the stages of the process. Express your doubts and recommendations. (write four sentences)