

# 1 | Progress test

## Working with words

Complete the table with countries and nationalities.

Country	Nationality
India	Indian
Japan	1 _____
2 _____	Italian
Brazil	3 _____
4 _____	Polish
South Africa	5 _____

Complete the two conversations with words from the list.

team Chief marketing personal human

### Conversation 1:

- A What's your job?  
 B I'm the <sup>6</sup> \_\_\_\_\_ director for a small online company.  
 What about you?  
 A I'm a <sup>7</sup> \_\_\_\_\_ resources manager and this is Nigel. He's  
 a <sup>8</sup> \_\_\_\_\_ leader in our design department.

### Conversation 2:

- A Who's that?  
 B That's Sheila McFee. She's our <sup>9</sup> \_\_\_\_\_ Executive  
 Officer. It's her company and I'm her <sup>10</sup> \_\_\_\_\_  
 assistant.

## Language at work

Complete this interview with the correct form of the verb *be*.

- A Hello, my name <sup>11</sup> \_\_\_\_\_ Ali Kishan and I <sup>12</sup> \_\_\_\_\_  
 the Managing Director of Kishan Foods.  
 B Good morning, Mr Kishan. Where <sup>13</sup> \_\_\_\_\_ your  
 company exactly?  
 A We <sup>14</sup> \_\_\_\_\_ in England  
 B <sup>15</sup> \_\_\_\_\_ you also in other countries?  
 A No, we <sup>16</sup> \_\_\_\_\_  
 B But you <sup>17</sup> \_\_\_\_\_ English. Where <sup>18</sup> \_\_\_\_\_ you  
 from?  
 A I <sup>19</sup> \_\_\_\_\_ from India but my wife <sup>20</sup> \_\_\_\_\_ from  
 the UK.

Underline the correct answer from the words in *italics*.

- 21 *Our* / *We* customers are in Asia and South America.  
 22 *They* / *Their* company is Polish.  
 23 Are you / *your* Spanish?  
 24 Where is *he* / *his* company based?  
 25 That's Brigit. *She's* / *Her's* a colleague and a friend.

## Business communication

Match 26–30 to a–e.

- 26 It's good ... \_\_\_\_  
 27 How do ... \_\_\_\_  
 28 Pleased to ... \_\_\_\_  
 29 Have a ... \_\_\_\_  
 30 See you ... \_\_\_\_  
 a meet you.  
 b soon.  
 c to see you again.  
 d good journey.  
 e you do, Anna?

Result \_\_\_\_\_ / 30 marks