Written Exam

III Quarter

Name:_____ **Nivel:**_____

Write the D0 and the I0 in each sentence.

Sentence	Direct Object	Indirect Object
My mom is giving me a car for my birthday		
The teacher wants a dog for her little brother.		
My sister gave her friends a gift.		
Robert fed the cat some treats.		
Sylvie sent you the letter about the party.		
The policeman gave my dad a ticket for going too fast.		
The architect designed the company a building.		
My grandpa built my sister a dollhouse for Christmas.		
The nurse read the patient a book at the hospital		
My grandma tells me fun stories when I visit.		

Decide whether you have to use few or little:

1. There's _____ point in calling.
2. _____ people understood what he said.
3. There is _____ use in trying to do this.
4. There's _____ space here as it is.
5. There's _____ I can do about this.
6. Dan is a great student. He has _____ problems with history.
7. There was _____ traffic on the road.
8. I think Coventry will win the match but _____ people agree with me.

Decide whether you have to use a little or a lot:

1. That may cost you _____ of money.
2. I added _____ sugar to the mix.
3. You'll have to spend _____ of cash on this car. (a lot)
4. I can do it with _____ help from my friends.
5. _____ change can really make a difference.
6. I don't have _____ of free time today.

LIVEWORKSHEETS

tiny	circle	Honduran	black	gold	Old
square	red	Huge	New	orange	German
Silver	Ancient	Italian	rectangular	small	plastic

Size	Age	Shape	Color	Origin	Material

Reading and comprehension

Ronan

I work in a fairly traditional office environment doing a typical nine-to-five job. I like my job, but it's annoying that my commute to work takes an hour and a half each way and most of my work could really be done online from home. But my boss doesn't seem to trust that we will get any work done if left to our own devices, and everyone in the company has to clock in and out every day. It's frustrating that they feel the need to monitor what we do so closely instead of judging us based on our task performance, like most companies do these days.

Jo

I used to do a typical five-day week, but after I came out of my parental leave, I decided that I wanted to spend more time with my children before they start school. After negotiating with my boss, we decided to cut my working week down to a three-day work week. This of course meant a significant cut in my pay too, as I'm paid on a pro-rata basis. I've since noticed, though, that my workload hasn't decreased in the slightest! I'm now doing five days' worth of work in three days, but getting paid much less for it! I find myself having to take work home just so that I can meet the deadlines. It's wearing me out trying to juggle work with looking after my children and my family, but I don't dare to bring this up with my boss because I think he feels as if he's made a huge concession letting me come in only three days a week.

Marcus

I work for a global IT company, but because their headquarters is in the States, I do all my work online from home. That means that I don't waste time commuting or making idle chit-chat with colleagues. I work on a project basis, and this flexibility is very valuable to me because it means that I can easily take some time off when my children need me to go to their school performances or if I need to schedule an appointment with the dentist. The downside is that without clear office hours, I tend to work well into the evening, sometimes skipping dinner to finish a task. It can also get quite lonely working on my own, and I sometimes miss sharing ideas with colleagues.

Lily

I'm a freelancer and work for myself. This is great because I am in control of what I do and how I spend my time. At first, I was working from home, but I found it really hard to concentrate. There were just too many distractions around: housework that needed doing, another cup of tea, my family members wanting my attention for various things. So I started to go to a nearby café to work, but the Wi-Fi connection wasn't ideal and I found myself drinking too much coffee. In the end, I decided to rent a desk in a co-working space with five other freelancers like myself. I liked getting dressed to go to work in the morning and being able to focus in an office environment. The other freelancers do similar kinds of web-based work to me and so it's nice to have workmates to bounce ideas off as well.

LIVEWORKSHEETS

1. Ronan would prefer it if he ...
    a. wasn't left to his own devices.
    b. could spend more time commuting and less time in the office.
    c. could work from home and be judged based on task performance.
    d. could trust his boss more.
2. Jo wanted to reduce her working hours because she ...
    a. thought she would be more efficient and productive when she was at the office.
    b. wanted to bring her work home.
    c. wanted to go on parental leave.
    d. wanted to spend time with her children.
3. Jo is unhappy with her three-day work week because ...
    a. she didn't realise how much the change would affect her economically.
    b. she now hast to spend more time looking after her children and her family.
    c. she has more deadlines to meet.
    d. her workload has remained the same although she's reduced her hours.
4. In Marcus's opinion, which of these is a disadvantage of working from home?
    a. You spend a lot of time in the house.
    b. It's easy to get distracted by your family.
    c. You tend to work later.
    d. You end up eating more as you have access to the fridge all day.
5. Why did Lily not like working from home?
    a. She found it lonely.
    b. Her family didn't like her working.
    c. She didn't have a good Wi-Fi connection.
    d. There were a lot of distractions.
6. What solution did Lily find most suitable for her working needs?
    a. Renting an office space to work from.
    b. Working from a café.
    c. Working for an employer.
    d. Working for other freelancers.

LIVEWORKSHEETS

Are the sentences true or false?

6

1. Ronan's boss thinks his employees will not be as productive if they work from home. ○ True ○ False

2. Ronan thinks that the performance of employees should be judged according to how much time they spend in the office. ○ True ○ False

3. Jo is paid the same for a five-day work week as she is on a three-day work week. ○ True ○ False

4. Jo feels exhausted trying to manage both a five-day workload and childcare. ○ True ○ False

5. Although Marcus sees the benefit in not having idle chit-chat, he misses interacting with his colleagues. ○ True ○ False

6. Lily didn't like working from the café because the coffee wasn't very good. ○ True ○ False

Discussion What are the advantages and disadvantages of your working situation? What would you change if you could?

LIVEWORKSHEETS

Listen the following audio and answer the questions.

Are the sentences true or false?

	Answer	
1. The delivery hasn't arrived yet.	True	False
2. Andrea is having cash flow issues and needs a payment extension.	True	False
3. Andrea usually asks for an extension of the payment terms.	True	False
4. Andrea has a new order to place, even bigger than the last one.	True	False
5. Junko can extend the payment terms on the last order to 60 days.	True	False
6. Junko will send Andrea an email confirmation.	True	False

Task 2

Write the sentences in the correct group.

Let me see what I can do.	I promise this won't become the norm.
I'm happy to help you.	I'm not sure if I can do that.
You'll really be helping us.	I appreciate your help.
I need a favour.	I think we can make an exception this time.

The customer says:	The supplier says:

LIVEWORKSHEETS