

UNIT 1 LESSON 3 - 4 TEST

NAME: _____

A Complete the conversation with the phrases in the box.

Are you
It's really good to see you

Great to meet you, too
Long time, no see

Great to see you again
Pleased to meet you

- Anna** Good morning! ¹ _____ Are you _____ Lauren?
- Lauren** Yes, I am.
- Anna** ² _____. I'm Anna. It's my first day. I'm on Joe's team.
- Lauren** Welcome, Anna! ³ _____. I want to introduce you to my assistant.
This is Peter.
- Anna** I know Peter. Hi, ⁴ _____.
- Peter** ⁵ _____, Anna.
⁶ _____!
- Anna** Yes, almost two years.
- Lauren** Well, I'm glad we all know each other now.



2 REAL-WORLD STRATEGY: Showing interest and surprise

A Put the conversation in order.

- ☐ **George** Wow! Hey, Neil! Long time, no see!
- ☒ **Neil** Good morning. I'm Neil. Are you James?
- ☐ **Neil** Yes, I know George from a long time ago. It's really great to see you.
- ☐ **James** Yes, I am. Hi, Neil. Pleased to meet you.
- ☐ **James** Wait ... do you know each other?
- ☐ **Neil** Great to meet you, too. It's my first day in sales.
- ☐ **James** Seriously? George is an old friend of mine, too. This is great!
- ☐ **James** Is it really? OK. Well, this is George, he's a manager. George, this is Neil, he's a new salesperson.

1 READING

A Read the email and label the parts.

Reason for writing: R

Greeting: G

End of mail: E

Closing: C

Full name: F

Introduction: I

Subject: S

The screenshot shows an email window with a title bar containing three dots and buttons for 'Reply' and 'Forward'. The email content is as follows:

 S **Re: Cars**

 Dear Thomas,

 My name is Anton Taft. Your cousin, Sarah Griffin, is my friend.

 Do you like old cars? I repair them! It's my hobby. I have a car from 1958. Attached is a photo.

 Please call me at 202-555-4646. We can meet on Saturday and you can see the car.

 Thanks!

 Anton Taft

3 WRITING

A Put the parts of the email in the correct order.

- ☐ I want to invite you to our first neighbors' meeting. Please find the agenda for the meeting included with this letter. The meeting is at my house.
- ☐ Rick Lock
- ☐ Dear Mrs. Albertson,
- ☐ My name is Rick Lock. I'm a neighbor of yours. Welcome to the neighborhood.
- ☐ Sincerely,
- ☐ Thank you very much for your time. I look forward to seeing you at the meeting.
- ☐ Re: Upcoming meeting