



NAME _____ DATE _____ SCORE: _____

PART I 2% Complete the sentences. Put the verb in parentheses in the present simple or the present continuous.

Example: We study (study) together on Tuesdays and Wednesdays.

- 1 Carlos _____ (meet) with his boss right now.
- 2 I _____ (not, know) the speaker's name.
- 3 Most people _____ (feel) calm when they do yoga.
- 4 Americans usually _____ (shake) hands as a greeting.
- 5 I _____ (think) a lot about the environment.

PART II 2% Complete the sentences with the correct tag.

Example: You work in a coworking space, don't you?

- 1 Jason doesn't live in your apartment building, _____?
- 2 Nina is meeting us at the library, _____?
- 3 Happy workers are more creative, _____?
- 4 Bing's father isn't angry with him, _____?
- 5 People in some countries bow in greeting, _____?

PART III 3% Complete the paragraph with the correct past form of *be* (*was/wasn't, were/weren't*).

My family lived in Manila when I was a child. It ¹ _____ a big city then but not as big as it is now. There ² _____ a lot of families in our neighborhood who came from other countries. At that time, there ³ _____ a good train system in the city, so people drove or took special little buses called jeepneys. At the end of my street, there ⁴ _____ a large grassy field. There ⁵ _____ animals in the field called *carabao*.

PART IV 3% Complete the sentences with the correct form of *used to* and the verbs in the list. **BE – LIVE – DRIVE – SPEND – USE – WORK**

Example: We have our own house now. We used to live in an apartment.

- 1 In the 1900s, people _____ cars. Instead, they often rode horses.
- 2 They also _____ oil lamps instead of electric lights.
- 3 Medical care _____ very good, so people had shorter lives.
- 4 Women _____ outside the home as much as they do now.
- 5 People _____ more time at home with their families.

PART V 5% Choose the correct word or phrase to complete the sentences.

Example: It's all my fault / apologize.

- 1 I'm very **sorry** / **forgetful** for being late.
- 2 It's completely my **pleasure** / **mistake**.
- 3 I promise it **will** / **won't** happen again.
- 4 The **this** / **next** time we meet, I'll bring lunch.
- 5 The look of the city changed **over** / **in** time—from low stone buildings to much taller buildings.

PART VI 5% Read the article from a business magazine and answer the following questions:

How Coffee Shops Help You Work

Take a look around your local coffee shop. Chances are, at least a few people will be hard at work on their laptops. Many people today have the option of working at home, in open offices, or in coworking spaces. Why do so many of us choose to work in a busy coffee shop, surrounded by activity, conversation, and the sounds of machines?

One reason is the coffee itself. The caffeine in coffee keeps us from falling asleep. It can help us think. Research suggests that drinking coffee can even help you make better decisions and learn new information faster. However, as good as coffee itself may be, there are even better reasons to do work in a coffee shop.

Recent research suggests that the other people in a coffee shop affect our ability to get work done in positive ways. For more than 100 years, scientists have known that having a small audience can make most of us perform better. A study carried out in Belgium in 2016 showed another way that people have an influence on us. It turns out that mental effort spreads from one person to another—if someone next to us is working very hard, we work harder too.

A third benefit a coffee shop provides is the noise. The background noise—cups, machines, customers' voices—helps us be more creative. In a recent study, researchers recorded some noises from restaurants, traffic, and machines. They put the people in the study into three groups: low noise, medium noise, and high noise. Then they gave everyone a test to see how creative they could be with those levels of noise. The people in the medium noise group did better than either of the other two groups. Just the right amount of noise made them more creative. In addition to the general background noise, coffee shops often play music and music also improves our thinking abilities. While listening to strangers talking nearby helps us think, talking to people you work with is more likely to interrupt creative thinking.

We may not fully understand all the reasons that coffee shops have become such a popular place to work, but researchers are helping explain the trend. Will the local cafe gradually replace the office? Probably not, as employees need access to equipment, meeting rooms, and each other at least on occasion. One thing many of us can agree on—we experience more enjoyment and creativity working on our laptops over the sound of an espresso machine than in the silence of a home office.

- 1 What examples does the article give of places people do work?

2 What keeps us awake and helps us make decisions?

3 What are examples of background noise?

4 How does conversation with coworkers affect creativity?

5 Why do workers need an office?
