

Progress test 3 Nestle A2

I. Vocabulary

A. Fill in the gaps with the words below

application form	receipt	send	hard copy	business cards	delivery notes
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1. If you are interested in the job, please fill in our online _____.
2. We print a _____ of every order we receive.
3. When I take a taxi, I pay, then ask for a _____ for my company.
4. When I meet people in my job, we usually exchange _____.
5. Can you _____ a hard copy of the report?
6. When you deliver products, use _____.

B. Complete the paragraph with the words from the list.

relationships	connect	follow	posts
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Social media helps us _____ with friends and family, and expands our _____. We can share our thoughts and experiences by making _____ and leaving comments. Moreover, we can stay updated with the latest news from people we _____.

II. Reading

Hi Lucia

How are you? It was so nice to meet you last week in Sydney at the sales meeting. How was the rest of your trip? Did you see any kangaroos?

Anyway, I have the documents about the new Berlin offices. They're going to be open in three months. I moved here from London just last week. They are very nice offices, and the location is perfect. There are lots of restaurants, cafés and banks in the area. Maybe you can come and see them one day? I would love to show you Berlin, especially in the winter. You said you have never seen snow – you will see lots here!

Here's a photo of you and me at the restaurant in Sydney. That was a very fun night! Please send me any other photos you have of that night. Good memories.

Please give me your email address and I will send you the documents.

Bye for now.

Mike

Are the sentences TRUE or FALSE?

1. Mike and Lucia met in Sydney.
2. Mike's new office is in London.
3. The new offices are in a very good location.
4. There aren't any restaurants in the area.
5. Mike and Lucia had dinner together.

III. Listening

Listen and fill in the gaps.

1. What is the big deal with _____?
2. I spend a long time every day on _____.
3. I joined Facebook but couldn't be bothered to make my _____.
4. Putting too much _____ on this site isn't a wise idea.
5. My idea of social networking is meeting people _____ and talking to them.

IV. Writing

Write an email to your boss to apologize for coming late for a meeting. Try to write no more than 150 words.