ENGLISH QUIZ
FINAL TERM



Name:

A. Complete the following sentences correctly using the words from the box.

responsible for	vacancy	annual leave	follower	period
make a decision	qualification	reminder	update	time off

1. As the manager, you are _____ overseeing the team's performance and ensuring project deadlines are met.
2. The job requires a high level of _____ in project management and a strong background in data analysis.
3. The team leader must _____ on the new software vendor before the end of the week.
4. In our organization, we value innovation and encourage every employee to be a leader rather than a _____.
5. Please send a _____ for the upcoming staff meeting to discuss the quarterly financial report.
6. The system needs an _____ to work appropriately.
7. We have a _____ in the finance department, and we are actively seeking candidates with strong accounting skills.
8. Employees are entitled to _____ , and it's important to coordinate time off requests to ensure smooth workflow.
9. Don't forget to submit your request for _____ well in advance to allow for proper scheduling and planning.
10. Please submit your expense reports by the end of the accounting _____ to ensure timely processing.

B. Classify the following sentences according to their use. Type them in the boxes.

Would you like...?
Are you ready to order?
I'd have a...?/ I would have
to summarize
Could I have the bill?
the aim of this meeting is...
Can I help you?
the situation is that
the deadline for...
we plan to...
I agree...
What's the deadline?
please take a seat
so, to summarize
I don't agree
What do you think?
what you are saying is...?
I think we should
in my opinion
would you like a coffee?

Making Conversation	Expressing Opinion
1 2 3	1 2 3 4 5

Ordering in a restaurant	Planning a schedule
1 2 3 4 5	1 2 3 4 5 6 7

LIVEWORKSHEETS

ENGLISH QUIZ
FINAL TERM

1 You are on the stairs. Look at the plan and complete the sentences with the words from the list.



on the right *on the left* *behind* *on* *in* *next to* *between* *in front of*

1 Production is _____ HR.
2 Finance is _____ Logistics and IT.
3 You are _____ the first floor.
4 The water fountain is _____ the cafeteria.
5 Logistics is _____.
6 Marketing is the last door _____.
7 The lift is _____ the cafeteria.
8 Marketing is _____ Sales.

Complete the following sentences using *this, that, these, those*

1. The sales report indicates positive results in _____ month.
2. Please review _____ documents on the table before the meeting tomorrow.
3. _____ new software system will streamline our operations.
4. The team is working diligently on _____ important client account.
5. _____ financial statements need to be finalized by the end of the week.

Klaus works for Pioneering, a seed company. He's talking about his job. Replace the phrases in **bold** with the phrases from the list.

annual leave *deadline* *long weekend* *public holiday* *some time off* *busy period*

We have a **lot of work** [1] _____ at the beginning of the year. The shops need the seeds in February and our **final date** [2] _____ to get the seeds ready is the end of January. It doesn't give us much time. I try to take **a break** [3] _____ at Easter, and in May we have a **national day off** [4] _____, so I usually take a **holiday from Friday to Monday** [5] _____. In the summer the company closes for two weeks and we all have our **holidays** [6] _____.

Complete the conversation with the phrases from the list.

isn't very good *has a lot of experience in* *good at* *doesn't have any experience in* *a qualification in*

A We're looking for an advertising assistant and we have a strong candidate. She has [1] _____ marketing. She is imaginative and energetic, but she [2] _____ our product range.
B I don't think that's a problem – she can learn that. She's [3] _____ organizing and planning. I saw some of her work at the interview. She also [4] _____ managing people.
A Yes, but she [5] _____ at presenting – she was terrible at the interview.
B She can do a presentation course to help her though.

Complete the next sentences correctly using simple past, future going to, and present continuous.

1. Where _____you _____ (live) by next year.
2. He _____ (discuss) the new project right now.
3. I consider I _____ (working) as fas as I can do in this project.
4. We _____ (wait) for him to decide at the moment.
5. I _____ (not send) the email yesterday.
6. _____ you _____ (include) the files in the email?
7. I _____ (be) frustrated because the project plan didn't work.
8. I _____ (forget) to tell you about the meeting last week.
9. _____ you _____ (attend) the meeting tomorrow?
10. They _____ (not deliver). the products in good condition.
11. Who _____. (arrange) the last meeting?
12. She _____ (talking) with him in this moment.

LIVEWORKSHEETS