

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

1
2
3

Expressing
Opinion

1
2
3
4
5

Ordering in a
restaurant

1
2
3
4
5

Planning a
schedule

1
2
3
4
5
6
7

ENGLISH QUIZ FINAL TERM

- L** 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.

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 far 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.

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.