Name:_____

Date:_____

Score: _____ /

LISTENING

I. Listen to a phone call. Complete the expressions from the conversation. (12 points)

1. We've _____ a problem with the order for Gosport.
2. We _____ all the baseball bats and T-shirts yesterday so I _____ ship them tomorrow. Bu the logos on the caps _____.
3. We _____ fix the machine today and _____ them again.
4. OK. _____ worry.
5. I know the Purchasing Manager at Gosport, so I'll _____ to him…
6. We _____ give another delivery date for this.
7. Sure. I'll _____ the factory now and I'll _____ you know as soon as I can.
8. That _____ be great. Thanks a lot.

II. Listen to a conversation and match the expressions 1-8 with the responses a-h. (8 points)

1. Can I join you? _____
2. I hear you work for GST. _____
3. My name's Simon Turing. _____
4. What do you think of the conference? _____
5. Do you come here every year? _____
6. Do you know a lot of people here? _____
7. Would you like another drink? _____
8. Please excuse me. _____

a. Very interesting.
b. Sure. See you later, maybe.
c. Yes, of course.
d. No, not many.
e. Pleased to meet you.
f. No, thanks. I'm fine.
g. Yes, that's right.
h. No, this is my first time.

LIVEWORKSHEETS

READING

III. Complete the email with words from the list. (6 points)

SAVE
PRINT
RECEIVE
OPEN
SEND
FORWARD

To: José_Pablo@blc.com
From: Tiler.macintyre@blc.com
Subject: Organizing paperwork / PC problems!

Hello José,

There are a few IT problems in our office today, so can you do me a favour?

Can you [1]_____ a hard copy of the report from the meeting and give it to Amanda? I also need a copy – can you [2]_____ the document to me in your next email?

Also, I can't [3]_____ our customer correspondence folder. If you can, please [4]_____ the order forms in this folder. Can you [5]_____ me the invoice from Bertrands so I have their contact details, please?

Finally, can you call me when you [6]_____ this email?

I don't know if my email is working!

Thanks,

IV. Match I – 6 to a-f to make questions and sentences. (6 points)

1. Are you ____
2. I like to comment ____
3. You can build ____
4. I want to connect ____
5. You can search ____
6. Why don't you join ____

a. for the HR Manager's profile.
b. a network of useful contacts
c. on LinkedIn?
d. a professional group?
e. on interesting posts.
f. with old friends from school.

V. Read the following text. Use the words in bold in the correct form to complete the sentences. (8 points)

1 The biggest social **network**. People connect with their friends and family and **share** information with them in **a post**. You can **comment on** other people's posts or click on 'like' to show that you like them. People you are connected with are called your friends.

2 People use this social network to connect with friends or with other people with the same interests. You can make groups (called circles) of people to share with.

3 People use this site to build **professional** networks. Users write a **profile** and **connect with** other people in their business area. These people are then called your connections. People share information about work topics and comment on it or 'like' it.

4 People use this site **to post** short messages called tweets. If you want to see everything someone posts, you can follow them.

LIVEWORKSHEETS

1. I usually _____ photos on Instagram.
2. Instagram is my favourite social _____.
3. You don't have _____ everything. Some things are better kept private.
4. You should update your _____ in LinkedIn if you want to find a job.
5. I found _____ with very useful information in Facebook.
6. If you join groups in Facebook you can _____ people who have the same interests as you.
7. When you _____ on posts, everybody can see it.
8. You should look very _____ in your LinkedIn profile.

WRITING

VI. Complete the sentences with the correct WH- word. (WHAT, WHERE, WHEN, WHO, HOW, WHY) (7 points)

1. _____ do you live? I live in Mexico.
2. _____ does Michael get to work? He drives to work
3. _____ is my cell phone? I think I saw it on the table.
4. _____ do you usually get up? I usually get up at 6 o'clock.
5. _____ did you stay home? Because I felt sick.
6. _____ is your boss? My boss id Mr. Barrera.
7. _____ time is it? It's 10 o'clock.

VII. Complete the sentences using the verb and the frequency adverb in the brackets. (6 points)

1. Our teacher, Mrs Jones_____ (never / be) late for lessons.
2. I _____ (often / clean) my bedroom at the weekend.
3. We _____ (rarely / watch) football on TV.
4. You and Tony _____ (never / play) computer games with me.
5. You _____ (usually / be) at the sports centre on Sunday.
6. The school bus _____ (always / arrive) at half past eight.

VIII. Complete the sentences using the simple past of the verbs in the brackets.(7 points)

1. I _____ (study) for the exam for three hours.
2. They _____ (be) happy to be home.
3. Sally _____ (be) disappointed she _____ (miss) the party.
4. Dan _____ (not/work) last week.
5. _____ you _____ (wash) the dishes?
6. We _____ (meet) them at the restaurant.
7. _____ you _____ (find) your book?

LIVEWORKSHEETS