

A2 Final Test

I. VOCABULARY

A. Match 1–5 to a–e to make sentences.

- 1 This project has some very tight _____
 - 2 Have you taken any annual _____
 - 3 There's no one in your headquarters. Is this a quiet _____
 - 4 Sorry, can you _____ with this? I don't have time.
 - 5 How many people are you in _____ of ?
-
- a leave this year?
 - b. charge
 - c deadlines, so we need to work quickly.
 - d. deal
 - e period?

B. Choose the correct answer from the words in *italics*.

- 6 As you know, we've ¹*had* / *have* a few problems on this project but I think we've ²*solve* / *solved* them all now.
- 7 ³*Have* / *Did* you found a different supplier?
- 8 I work in *HR* / *R&D* so a lot of my work is about finding new staff.
- 9 *Could* / *Do* I have the bill, please?
10. At the *date* / *moment*, the schedule is about a week late.

II. READING

Read two professional profile summaries and answer the following questions.

Maria

I am an architect with 20 years' experience of designing and developing spaces. I am a partner in the award-winning STG Architects Ltd, which is famous for its work on the Galroy Building in London. I enjoy working with people from all over the world and have international experience of working in Italy, Greece, Thailand, Australia and Brazil. I have a Master of Science from Sheffield University and a BA in Architecture from Hull University. I also speak Italian and Thai. When I am not working, I spend my time hiking, skiing and diving.

Emily

I am an experienced sales manager with 12 years' experience of developing customer service teams. I am skilled in negotiation, team motivation and building successful sales teams. After ten years of working in sales and customer service at Halo Bank, I am now the sales office manager of a team of 120 at Southern General Plastics Ltd. I have an MBA from Stanford University and a degree in Business Studies from Cornell University. I am creative and hardworking, and enjoy working with others.

A. Are these sentences about Maria or Emily?

1. She manages a large team of people.

Maria

Emily

2. She is a partner of a company.

Maria

Emily

3. She has worked in many different countries.

Maria

Emily

4. Her last job was in a bank.

Maria

Emily

5. She speaks two other languages.

Maria

Emily

B. Complete the sentences with words from the box.

| | | | |
|------------|------|-------|------|
| successful | hard | world | free |
| service | | | |

1. Maria likes working with people from all around the

..... .

2. Maria likes hiking, skiing and diving in

her time.

3. Emily has spent 12 years managing customer

..... teams.

4. One of Emily's skills is building

..... sales teams.

5. Emily is creative and works

III. LISTENING: Changing a meeting time

Listen to two colleagues arranging a meeting and choose the sentence that is correct.

1. Moving the meeting

Lucy wants to cancel the meeting.
Lucy wants to bring the meeting forward.
Lucy wants to postpone the meeting.

2. The new meeting time

The new meeting time is 9 a.m.
The new meeting time is 11 a.m.
The new meeting time is 1 p.m.

3. The agenda

Anna has already sent the agenda.
Anna is sending the agenda now.
Anna will send the agenda later

4. Lucy's presentation

Lucy is nervous about her presentation.
Lucy is looking forward to her presentation.
Lucy isn't ready to give her presentation.

5. Telling the other people

Lucy will tell the others about the time change.
Sven will tell the others about the time change.
Anna will tell the others about the time change.

IV. WRITING

Write an email in response to a reminder to explain why you cannot finish your task on time. You should write about 150 words.