GRAMMAR

1. Choose the right answer.

1. Come on, let's order! The waiter **comes / is coming**.
2. **Will / Shall** we invite your parents for lunch?
3. **I'm not believing / I don't believe** that you made this report by yourself.
4. **Do we need / Are we needing** to stop by the supermarket now?
5. You can trust me. **I'm not going to tell / I won't tell** anyone.
6. **Shall / Will** you help me with the presentation of the new product?
7. She **showed / shown** me the design options for the new gadget they wanted to launch.
8. We've had an argument so now we **don't speak / aren't speaking** to each other.
9. They **are ordering / order** takeaway food once a week.
10. I think the birth rate **will go / is going** down in my country next year.
11. I saw the manager in the meeting room, but he didn't **have / had** time for a conversation.
12. He can't meet us because he **will visit / is visiting** a client.
13. Mary failed only one test in high school. She **rarely / almost always** passed her tests.
14. **Are you going to / Will you** look for a new head of the department?
15. Your cake is delicious! **It tastes / It is tasting** like my mother's cakes.

_____ / 15

2. Complete with the correct form of the word in brackets *(use Present Simple/Continuous, Past Simple/Continuous, Present Perfect or Future Forms)***:**

1. I _____ (not go) to the meeting tonight.
2. The teacher _____ (tell) us to stay after class.
3. I accidentally_____ (break) my friend's iPod. I felt terrible
4. My brother _____ (decide) to retire at the age of 50 and go travelling.
5. I _____ (finish) the presentation tomorrow. I promise!
6. I've decided that I _____ (apply) to university next year.
7. We always _____ (try) to design user friendly gadgets.
8. This company _____(provide) many different Internet services.
9. In 2006, the company _____(specialize) in low price products.
10. The subsidiary company they hired _____ (operate) in the retail market.
11. He _____ (fly) to Paris on Friday for a meeting.
12. She doesn't think she _____ (get) the job.
13. Jack _____ (not finish) the report he needs for the meeting yet.
14. I _____ (drive) to work when my manager called to cancel the meeting.
15. The company _____ (work) with the same service provider for ten years.
16. This month _____ (not be) a good one for my department because three members of the team left.

17. They _____ (work) on the presentation when the power went off.

18. The CEO _____ (plan) to move the office to a new building soon.

19. She _____ (write) three emails since the start of the working day.

20. I wanted to finish the report yesterday, but I _____ (have) enough time.

_____ / 20

VOCABULARY:

1. Complete the sentences with the right words.

1. He didn't come to the meeting on time because he had a **m_____ c_____** in Frankfurt and couldn't get to Brussels on time.

2. I don't like sitting by the window. Do you have an **a_____ s_____**?

3. I had a ticket in Economy, but they offered me a **s_____ u_____** to Business Class.

4. Some low-cost airlines have very strict **w_____ r_____**.

5. One of the biggest causes of **f_____ d_____** is bad weather.

6. If my trip isn't longer than 3 days, I only travel with **h_____ l_____**.

7. I didn't check in online, so I had to pay an **e_____ c_____** for airport check-in.

8. This airline has very good **b_____ a_____**. You can check in two pieces of luggage for free.

9. I forgot to take off my watch at the **s_____ s_____** and I had to go through it again.

10. In some airports you can get your **b_____ p_____** at the self-service check-in.

_____ / 10

2. Choose the right answer.

1. I've received three new **applications / candidate** for the job.

2. He's not very **qualified / skilled** for the job because he doesn't have a university degree.

3. The HR Manager is responsible for the **reference / recruitment** of the new employees.

4. I applied for the job, but they didn't **invitation / shortlist** me for the interview.

5. The machines we use are very complex. We need **experience / skilled** workers with technical knowledge to operate them.

6. Samsung are recruiting at the moment. I saw an **reference / advertisement** on their website.

7. She's very **experienced / skills** - she's worked in this industry for 20 years.

8. The person who **invited / interviewed** me asked some very difficult questions.

9. She was the strongest **candidate / application** for the job, but she wasn't satisfied with the starting salary.

10. My former manager said he would be happy to give me a **reference / advertisement** if I ever needed one.

_____ / 10

READING

1 Read the article and choose A, B, or C.

The end of the phone call?

Is the phone call becoming a thing of the past? New research suggests we are now more likely to text or email friends or family than dial their number.

The amount of time we spend talking on our mobile phones has gone down by 5% and by twice that for landline calls, whereas the number of text messages we send has doubled in the last few years.

The reasons for this may, in part, be because so many more people have smartphones, which means we can communicate using social networking, instant messaging, and email instead. In fact, we prefer to use our phones to play games, watch films, and look up information rather than make a phone call and speak to someone!

Whatever the reason, there is no question that we have changed the ways we use the telephone. These days we often feel we shouldn't call someone without making an arrangement to call first. Many people are frustrated if they are disturbed by an unexpected phone call. We want to be able to choose when we reply and we don't want to have to chat when we are busy with something else. Written communication allows us to respond quickly and economically. It also means we can think about what we want to say before we get in touch. Phones can also be noisy in open-plan offices, and many people won't call back if you leave a message on their voicemail. They will email instead.

On the other hand, some psychologists say text and email are less rich and 'colder' because you lose the tone and expression of conversation. Others would disagree and say you don't have to hear someone's voice to have an interesting and intimate conversation.

It isn't surprising that research has found that for the over-65s, phoning friends and family on a landline is still the most popular way of getting in touch. Many of us hearing the phone ring know it is probably our mother! You probably won't be amazed either to learn that the great majority (83%) of adults of all ages said they still prefer to communicate face to face.

Example: Many people text or email __C__ they talk on the phone.
        A as often as   B less than   C more than

1 We are making _____ landline calls these days.
   A 5% fewer   B 10% fewer   C 10% more
2 We phone less because we have _____.
   A no time   B other ways to communicate   C fewer friends
3 The writer says we use our smartphones for _____.

A finding things out   B listening to music   C speaking to friends

4 When we're _____ we don't like talking on the phone.
   A out   B at home   C busy
5 We like to _____ before we reply to something.
   A plan our ideas   B talk to friends   C take a long time
6 Some people who receive a phone call prefer to reply by _____.
   A text   B phone   C email
7 Psychologists say that a spoken conversation is _____ than a written one.
   A colder   B warmer   C less interesting
8 Older people prefer the _____.
   A mobile phone   B landline phone   C written letter
9 Most people like making contact _____.
   A in person   B by phone   C by Skype

_____ / 9

2 Read the article again. Mark the sentences T (true) or F (false).

Example: We make 5% fewer mobile calls these days.   _T_

1 We are sending twice as many texts. _____
2 People are happy to call someone without arranging it first. _____
3 We like using our phones to watch movies more than to talk. _____
4 We prefer to be surprised by phone calls. _____
5 Written communication takes more time. _____
6 Everyone agrees that speaking is better than writing. _____

_____ / 6

LISTENING

1. Listen to a morning briefing and mark the sentences with True (T) or False (F):
1. The briefing will be short this morning.
2. The new head of department is starting this week.
3. The car park will be closed for improvements.
4. If you arrive first thing in the morning, you should park on Brown Street.
5. There will be no parking in the church car park after 6 p.m.
6. You can only pay with credit and debit cards in the canteen.

_____ / 6

2. Listen to two colleagues arranging a meeting and choose the correct answer a, b, or c:

1. The meeting time _____
a. The meeting was first planned for 9 a.m.
b. The meeting was first planned for 11 a.m.
c. The meeting was first planned for 1 p.m.

2. Moving the meeting _____
a. Lucy wants to cancel the meeting.
b. Lucy wants to bring the meeting forward.
c. Lucy wants to postpone the meeting.

3. The new meeting time _____
a. The new meeting time is 9 a.m.
b. The new meeting time is 11 a.m.
c. The new meeting time is 1 p.m.

4. The agenda _____
a. Anna has already sent the agenda.
b. Anna is sending the agenda now.
c. Anna will send the agenda later.

5. Lucy's presentation _____
a. Lucy is nervous about her presentation.
b. Lucy is looking forward to her presentation.
c. Lucy isn't ready to give her presentation.

6. Telling the other people _____
a. Lucy will tell the others about the time change.
b. Sven will tell the others about the time change.
c. Anna will tell the others about the time change.

_____ / 6

3. Listen again and complete the sentences with the words that are missing:
1. I sent an _____ with the topics for the meeting.
2. Could we _____ the meeting to a later date?
3. Could we _____ the meeting _____ to an earlier time?
4. The project has been stopped. So, we need to _____ the meeting.
5. I'll send a meeting _____ with the time and place.
6. I'll _____ the invitation when I get it.

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