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## Quiz Unit 4

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AUDI A1

### Activity 1

**Instructions:** Read the text and choose the correct answer in each question.

#### **Text: A Day at GreenTech Solutions**

GreenTech Solutions is an innovative company that provides digital services to international clients. At **GreenTech Solutions**, employees start work at 9:00 a.m. The company is always busy in the mornings because most meetings happen before lunch (1pm). Managers are often in video calls with clients in Europe, and the sales team frequently sends updates to the head office.

The company rarely has face-to-face meetings. Instead, they mostly use online platforms to communicate, for example Microsoft Teams, but they sometimes use Zoom. Employees are generally happy because they work from home three days a week. The IT department is sometimes slow to respond, but they are helpful in the end.

GreenTech Solutions also organizes team-building activities. These events are not very frequent — they usually happen one time every three months. Staff members say they are always fun and help everyone feel more motivated.

#### **Questions**

**1. What does GreenTech Solutions do?**

- a. It provides marketing services
- b. It provides digital services
- c. It provides security services

**2. How often do employees start work at 9:00 am?**

- a. Always
- b. Never
- c. Usually

**3. Who are often in video calls with clients?**

- a. The sales team
- b. The IT department
- c. The managers

**4. When do they employees eat lunch?**

- a. At midday (12 pm)
- b. At 1 pm
- c. At 2 pm

**5. Do they always use Microsoft Teams for their virtual meetings?**

- a. Yes, they do.
- b. No, they don't.

**6. How often does GreenTech have face-to-face meetings?**

- a. Frequently
- b. Rarely
- c. Always

**7. Where do employees work two days a week?**

- a. In the office
- b. At home

**8. Why are employees generally happy?**

- a) Because they get free lunch
- b) Because they often travel
- c) Because they can work from home

**9. How do they mostly communicate?**

- a) In person
- b) By email only
- c) Using online platforms

**10. When do most meetings happen?**

- a) In the afternoon
- b) Before lunch
- c) After 5:00 p.m.

## Activity 2

**Instructions: Complete the dialogue with the words in the box.**  
*(phrases to use technology, sequencing words, asking for help)*

Do you need a hand      finally      download      of course      after that  
enter your details      don't know      can you help me?      First  
click on the button      You are welcome

**Julia:** Hey Leo, I don't know how to do this, \_\_\_\_\_?

**Leo:** Yes, \_\_\_\_\_.

**Julia:** I'm trying to work from home, but I \_\_\_\_\_ how to log in to the company account.

**Leo:** \_\_\_\_\_, you need to \_\_\_\_\_ the company's remote work app. \_\_\_\_\_, you \_\_\_\_\_ email, username and password. \_\_\_\_\_, \_\_\_\_\_ "log in".

**Julia:** It works! Thank you very much, Leo.

**Leo:** \_\_\_\_\_ . \_\_\_\_\_ to upload a file in the app?

**Julia:** Yes, please. That would be great.

**Leo:** Click on "Upload," and upload the file you want to share.

**Julia:** Great! Thank you very much!

**Leo:** No problem! Let me know if you need help with anything else.

Thank you very much for answering this quiz. 😊