

# Quiz Unit 5

## B1 Audi

### Evaluation Activity: Business English – Word Formation & Future Forms



**Instructions:** Complete the text using the **correct form of the word** in brackets (verb, noun, adjective) and use **Present Simple** or **Present Continuous** where necessary to talk about the future.

Next week, our company <sup>1)</sup> \_\_\_\_\_ a training session for all new <sup>2)</sup> \_\_\_\_\_. The session <sup>3)</sup> \_\_\_\_\_ at 9 a.m. on Monday and <sup>4)</sup> \_\_\_\_\_ at 2 p.m. All participants will receive a welcome pack on arrival.

Our HR manager, Carla, <sup>5)</sup> \_\_\_\_\_ a presentation about company values and expectations. She will explain the importance of providing excellent <sup>6)</sup> \_\_\_\_\_ and keeping high levels of customer <sup>7)</sup> \_\_\_\_\_. We believe that offering fast and reliable <sup>8)</sup> \_\_\_\_\_ helps build customer <sup>9)</sup> \_\_\_\_\_.

The training also includes a session on quality control. Our trainer <sup>10)</sup> \_\_\_\_\_ about product <sup>11)</sup> \_\_\_\_\_ and efficient <sup>12)</sup> \_\_\_\_\_. The company <sup>13)</sup> \_\_\_\_\_ on meeting a high standard.

The HR department is currently reviewing applications, and three people <sup>15)</sup> \_\_\_\_\_ the training as new employees. We're happy to say that they are all highly well-<sup>16)</sup> \_\_\_\_\_.

The final session <sup>17)</sup> \_\_\_\_\_ on Tuesday, and the trainer <sup>18)</sup> \_\_\_\_\_ any remaining questions before the group leaves.

Thank you very much for answering this activity! 😊