

1. Complete 1-8 with the adjectives from the list.

favourable trustworthy simple ineffective functional wary successful modest

1. Our new product got good press and **favourable** reviews.
2. We can speak freely my assistant is very _____.
3. The advertising campaign was _____ our sales actually fell slightly.
4. The design is simple and _____ so the product is very easy to use.
5. Fortunately our bid was _____ so we now have funds to develop the new department.
6. It is natural to be _____ of a company that has a poor reputation for customer service.
7. Don't be too _____ about your achievements at the interview. You need to let them know how much you've done.
8. Remember the golden rule when presenting: keep it short and _____.

2. Put the words in 1-5 in the correct order.

1. and / work / name's / UB / for / my / James Sims / I .

2. given / Jill Sander / your / by / I / details / was .

3. I / interested / offer / in / if / to / our / see / are /
you / still / wanted .

4. is / taxi / public / transport / by / best / or / it ?

5. you / later / I'll / my / confirm / call / assistant /
to / today / get / to .

3. Complete 1-8 with the present simple or present continuous form of the verbs in brackets.

1. A stockbroker is someone who _____ (buy) and _____ (sell) shares.
2. The M40 _____ (go) from London to Birmingham.
3. What time _____ (the last flight to New York/leave)?
4. I'm afraid Leon is out at the moment. He _____ (have) lunch with a client.
5. I can give Anne your letter. I _____ (see) her tomorrow morning.

4. Complete 1-10 with the best option a-c.

1. Our perks include subsidized meals, health care and a _____ car.
a corporate **b** company **c** commercial
2. How is company loyalty _____ by senior management in your company?
a fulfilled **b** acknowledged **c** commissioned
3. We're lucky to have a non-_____ pension plan.
a contribution **b** contributing **c** contributory
4. I think this person deserves more _____ for her many years of service to the company.
a recognition **b** performance **c** incentive

4. Rewrite the direct questions as indirect questions using the words given.

1. Will he take the job? Do you know _____?
2. When did Amanda send them the catalogue?
Could you find out _____?
3. Is this the train for Munich? Do you have any idea _____?
4. Where does the bus for Place de la Concorde go from?
I'd like to know _____.
5. What day is best for you?
Please let us know _____.