

B1 Unit test 3A**Navigate**

5 Read the text. Complete the sentences with the past simple form of verbs in the box. Use each verb **ONCE** only.

travel	join	get	take	work
love	land	begin	decide	say

Neil Armstrong

Neil Armstrong was an American astronaut and the first person to walk on the moon. He was born in 1930, and he ¹ _____ flying from an early age. As a teenager, he ² _____ flying lessons, and he ³ _____ studying engineering at Purdue University in the USA when he was just seventeen years old. He ⁴ _____ quite good marks while he was a student there.

Later, Armstrong ⁵ _____ to become a research test pilot. In 1958, he ⁶ _____ the US Air Force's 'Man In Space Soonest' programme. The group of astronauts on the programme ⁷ _____ together on planning a trip into space, and just over ten years later, Apollo 11 ⁸ _____ to the moon.

Neil Armstrong ⁹ _____ on the moon at 20.17 on 20 July 1969. He got out of the spaceship and stepped onto the surface of the moon at 02.56 on 21 July. Then, he ¹⁰ _____ his famous words: 'That's one small step for man, one giant leap for mankind.'

1 point for each correct answer

10

6 Complete the sentences with a suitable adverb.
The first letter has been given.

- I go to a lot of business meetings, so I always dress s_____ for work.
- My neighbours are always playing music l_____ and it really annoys me.
- I don't like wasting time, so I usually make decisions q_____.
- Please don't speak too f_____ because it's hard for me to understand you.
- I've been in Japan since 2005, and I speak Japanese f_____ now.

2 points for each correct answer

10

7 Complete the dialogue between two colleagues with phrases in the box. There are two phrases that you don't need.

Oh no	So, anyway	You're joking
So then what happened	I was so embarrassed	
I had a funny experience last year		
A terrible thing happened this morning		

Kwon Hi Petra, how are you today?

Petra Oh, don't ask, Kwon!
¹ _____.

Kwon Oh really? Tell me all about it.

Petra Well, I caught the train to work as usual and I called my friend to tell her about the problems I'm having with my boss.
² _____ – I was chatting to her and complaining about him.
³ _____?

Petra Well, we were getting close to my station, so I stood up to get off the train. And guess what? My boss was sitting behind me.

Kwon ⁴ _____!

Petra No, I'm not, unfortunately!
⁵ _____!

Kwon Oh dear – I'm sure you were. Well, if I were you I wouldn't go near your boss's office today.

Petra No, I'm staying right here at my desk all day!

2 points for each correct answer

10

B1 Unit test 3A**Navigate****8 Choose the correct answer from the words in *italics*.**

- 1 Elisabeta didn't know anyone when she moved to London, so she felt *lonely / embarrassed*.
- 2 I never feel *confused / calm* before I take an exam – I'm always very worried.
- 3 Svetlana is *pleased / stressed* because she's going on holiday tomorrow and she hasn't made any preparations yet.
- 4 Wait a minute – did you say left or right? I'm *confused / disappointed*.
- 5 Mary felt really *exhausted / guilty* when she broke her boyfriend's new watch.
- 6 Most people feel *anxious / angry* before a job interview – it's perfectly natural.
- 7 Our English teacher was *in a good mood / stressed* when everyone passed the test!
- 8 The first time Max went on a plane he was quite *lonely / nervous*, but now he loves flying.
- 9 You must be *exhausted / excited* after working so hard all day.
- 10 There's no need to be *calm / scared* – that spider won't hurt you!

1 point for each correct answer

10

9 Complete the blog. Use one word in each space.

I can still remember my first date. It was with a girl called Elvira, who was the most gorgeous girl in the whole school! I felt nervous ¹ _____ asking Elvira out because I liked ² _____ so much.

Anyway, we arranged to meet for coffee one Saturday, ³ _____ unfortunately I was late. When I got to the café, she was ⁴ _____ outside for me and she didn't look very happy. We had our coffee and some cake and chatted a bit, and then she left. That was our first and ⁵ _____ date.

2 points for each correct answer

10

10 Read the article about how to deal with emails at work and then complete the notes. Use one word from the text for each answer.**The Rules of Email**

Nowadays, employees have to read lots of emails, and it's important to know how to reply to them properly.

Don't make an email longer than it needs to be. The people receiving your email are busy, too, so don't waste their time. Remember to answer any questions that the sender has asked you because if you don't, you will receive more emails about these questions.

Check your spelling, grammar and punctuation. If this is not correct, people may have a bad opinion of you and your company. Avoid using capital letters because this looks like you're shouting at the person you're writing to. Email is supposed to be a quick type of communication and is therefore different to writing a letter, so avoid using long sentences to say what you want to say. Many people don't read their emails before they send them, and this is a mistake. Always check what you've written.

Finally, most customers send an email because they want a response in writing rather than on the phone. If they wanted a quick reply, they would just make a phone call. Therefore, employees should try to reply within 24 hours. If you need more time, send a short, polite email saying you will get back to the customer with a more detailed reply as soon as possible.

Dealing with emails

- Keep emails short.
- Deal with all ¹ _____ in the email you received.
- Check spelling, punctuation and grammar – don't use capital ² _____.
- Don't make your sentences too ³ _____.
- ⁴ _____ your email again before you send it.
- ⁵ _____ to send a reply on the same day.

2 points for each correct answer

10

Unit test 3A total

100