

Your Name and Family name \_\_\_\_\_

Group \_\_\_\_\_

## TEST ONE

### VOCABULARY

#### A: Complete the sentences with a preposition.

1. We need to talk \_\_\_\_\_ our partners today.
2. Mark recently applied \_\_\_\_\_ a position in the city planning department.
3. After graduating \_\_\_\_\_ public administration, Emily got a job \_\_\_\_\_ a government think tank.
4. Alex is \_\_\_\_\_ charge of communication team who are working on a project.
5. Amanda is responsible \_\_\_\_\_ implementing new policies within the local government.
6. David, who is currently \_\_\_\_\_ of work, is actively seeking a new job.
7. They always arrive \_\_\_\_\_ the office at about 9 a.m.
8. Michael has received extensive training \_\_\_\_\_ public procurement (публічні закупівлі) processes.
9. Our agency usually deals \_\_\_\_\_ cases of financial fraud.
10. We are meeting the delegation \_\_\_\_\_ Sunday morning.

#### B: Use the words below to complete the sentences. (Drag each verb and drop it).

<i>liaise</i>	<i>strike up</i>	<i>rapport</i>	<i>stand out</i>
<i>like-minded</i>	<i>put effort</i>	<i>gain</i>	

1. She tried to \_\_\_\_\_ a conversation at the conference.
2. She always seems to \_\_\_\_\_ into her presentations and the results are excellent.
3. During the conference, we tried to \_\_\_\_\_ with local officials.
4. It's easy to work with \_\_\_\_\_ colleagues who share your values.
5. He wants to \_\_\_\_\_ more expertise in administrative law.
6. The speaker managed to build a strong \_\_\_\_\_ with the audience.
7. Her personal branding helps her \_\_\_\_\_ in her field.

### GRAMMAR

#### C. Complete the sentences with the correct personal pronoun or possessive adjective.

1. I forgot \_\_\_\_\_ ID card at home.
2. Anna said \_\_\_\_\_ couldn't go with us.
3. My colleagues are very supportive. \_\_\_\_\_ always help me.
4. The report is on the desk. Please read \_\_\_\_\_.
5. She works with Maria. \_\_\_\_\_ office is next door.
6. The new policy is confusing. \_\_\_\_\_ needs rewriting.
7. We presented \_\_\_\_\_ project at the conference.
8. The manager asked the employees to finish \_\_\_\_\_ work asap.

#### D: Complete with the verb in the present simple or present continuous.

- 1) We \_\_\_\_\_ the budget for the next fiscal year right now. (**discuss**)
- 2) I \_\_\_\_\_ why the report is late. (**not understand**)
- 3) She usually \_\_\_\_\_ at the office at 9 a.m. (**arrive**)
- 4) The construction workers \_\_\_\_\_ a new skyscraper downtown. (**build**)
- 5) Sometimes, he \_\_\_\_\_ the bus to work. (**take**)

- 6) My colleagues often \_\_\_\_\_ late. (**stay**)
- 7) As a rule, they \_\_\_\_\_ emails quickly. (**not answer**)
- 8) Please, be quiet! I \_\_\_\_\_ to write a report. (**try**)
- 9) They \_\_\_\_\_ the presentation right now. (**prepare**)
- 10) Listen! Someone \_\_\_\_\_ in the corridor. (**talk**)

**E: Complete with the correct form of the verb in the Past Simple.**

be	buy	catch	cost	donate	fall	sell	spend
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1. Bill Gates \_\_\_\_\_ \$ 5 billion to charities in 2022.
2. They \_\_\_\_\_ their old car and bought a new electric one.
3. The antique vase \_\_\_\_\_ a fortune at the auction.
3. He \_\_\_\_\_ a rare Pokemon during his trip to the mountains.
4. Apple \_\_\_\_\_ not the first company to bring tablets to the market.
5. We \_\_\_\_\_ the entire day exploring the historical landmarks in the city.
6. She \_\_\_\_\_ a new dress for the party last weekend.
7. The leaves \_\_\_\_\_ from the trees as autumn arrived.

**F: Use the verbs either in the past simple or in the past continuous.**

1. I \_\_\_\_\_ (meet) a mutual acquaintance while I \_\_\_\_\_ (attend) a workshop.
2. The department \_\_\_\_\_ (prepare) the document when the system suddenly stopped working.
3. While we \_\_\_\_\_ (talk) shop, the director \_\_\_\_\_ (arrive).
4. They \_\_\_\_\_ (carry out) a survey last month. You can find the result on this website.
5. He \_\_\_\_\_ (work) on this project last year.
6. We \_\_\_\_\_ (have) a meeting when the alarm went off.
7. The bank \_\_\_\_\_ (open) at 9.05 yesterday.
8. I \_\_\_\_\_ (meet) a stakeholder while I \_\_\_\_\_ (walk) to the canteen.

## LISTENING

**G: You will hear nine greetings. Tick (✓) the most natural response (a or b) for each greeting you hear.**

1	a) I work in a bank. <input type="checkbox"/> b) How do you do? <input type="checkbox"/>	6	a) Hi, Jim. I'm Leila. <input type="checkbox"/> b) Yes, we are. <input type="checkbox"/>
2	a) Pleased to meet you, too. <input type="checkbox"/> b) Not bad. <input type="checkbox"/>	7	a) Yes, that's right. <input type="checkbox"/> b) Pleased to meet you, John. <input type="checkbox"/>
3	a) Good, thanks. <input type="checkbox"/> b) This is Tony. <input type="checkbox"/>	8	a) How do you do? <input type="checkbox"/> b) Yeah, not bad, thanks. <input type="checkbox"/>
4	a) Yes, and you? <input type="checkbox"/> b) Very well, thanks. And you? <input type="checkbox"/>	9	a) You, too. <input type="checkbox"/> b) I'm Jim. <input type="checkbox"/>
5	a) Good to meet you, too. <input type="checkbox"/> b) Good to meet you, Delia. I'm Wolfgang. <input type="checkbox"/>		

Audio file <https://cutt.ly/ywUYDCsO>