

**VOCABULARY****A: Complete the sentences with a preposition.**

1. Mark recently applied \_\_\_\_\_ a position in the city planning department.
2. After graduating \_\_\_\_\_ public administration, Emily got a job as an analyst for a government think tank.
3. My best friend is \_\_\_\_\_ charge of coordinating communication between department during crises.
4. David, who is currently \_\_\_\_\_ of work, is actively seeking a new job.
5. They always arrive \_\_\_\_\_ the office at about 9 a.m.
6. Michael has received extensive training \_\_\_\_\_ public procurement processes.
7. When the meeting became disorganised, she confidently took control \_\_\_\_\_ the situation.
8. This strategy aligns \_\_\_\_\_ our long-term goals.

**B: Complete the sentences with the proper word (Drag each verb and drop it)**

<b>persuasive</b>	<b>highlight</b>	<b>seasoned presenter</b>
<b>exaggerate</b>	<b>intimidating</b>	<b>elevator speech</b>

- 1) Giving a speech can be \_\_\_\_\_ for new employees.
- 2) A \_\_\_\_\_ knows how to engage the audience.
- 3) Try not to \_\_\_\_\_ your achievements.
- 4) A short \_\_\_\_\_ helps you introduce yourself quickly.
- 5) A good presenter knows how to \_\_\_\_\_ key ideas.
- 6) His speech was very \_\_\_\_\_ and convincing.

**C: Complete the sentences with the word from the box. There are two extra words.**

focus on	offer	involved in	head up	interested in
deal with	responsible for	assist	passionate about	coordinate

Put extra words here \_\_\_\_\_ and here \_\_\_\_\_

1. I'm a secretary in the finance department, it means that I \_\_\_\_\_ the head of the department and other managers by answering the phone and doing the paper work.
2. As the project manager, it's my job to \_\_\_\_\_ the different stages of the project and to make everything done on time.
3. I regularly \_\_\_\_\_ customers in the US, so I need to improve my English.
4. As a design engineer in a construction company, I'm always \_\_\_\_\_ the design of various types of buildings.
5. I \_\_\_\_\_ a team of twenty people, so recently I've been working on my leadership skills.
6. She gave some of her responsibilities to other people so that she could just \_\_\_\_\_ this project.
7. I've come to this event because I'm \_\_\_\_\_ meeting other professionals with similar interests.
8. Susan is \_\_\_\_\_ the timetable. She decides who does what and when.

## GRAMMAR

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

- 1) Sarah \_\_\_\_\_ a conference in New York this week. (attend)
- 2) They usually \_\_\_\_\_ TV in the evening. (watch)
- 3) We \_\_\_\_\_ the budget for the next fiscal year right now. (discuss)
- 4) Sorry, I \_\_\_\_\_ this question. (not understand)
- 5) The bank \_\_\_\_\_ at 9 AM every day. (open)
- 6) The Earth \_\_\_\_\_ around the sun. (revolve)
- 7) The construction workers \_\_\_\_\_ a new skyscraper downtown. (build)
- 8) Sometimes, he \_\_\_\_\_ the bus to work. (take)
- 9) Jane \_\_\_\_\_ to read mystery novels in her free time. (love)
- 10) Please, be quiet! I \_\_\_\_\_ to write a report. (try)

### E: Complete the sentences with the correct form of the verb in brackets.

1. While we \_\_\_\_\_ (talk) shop, the director arrived.
2. We \_\_\_\_\_ (work) on this project for three months.
3. They \_\_\_\_\_ (carry out) a survey last month. You can find the result on this website.
4. She \_\_\_\_\_ (give) significant training in cyber security recently.
5. They \_\_\_\_\_ (not/receive) the final approval yet.
6. How many meetings \_\_\_\_\_ you \_\_\_\_\_ (have) with the stakeholders?
7. He \_\_\_\_\_ (prepare) the report since Monday.
8. I \_\_\_\_\_ (meet) an ex-colleague while I \_\_\_\_\_ (attend) a workshop.
9. He \_\_\_\_\_ (work) on this project last year.
10. We \_\_\_\_\_ (have) a meeting when the alarm \_\_\_\_\_ (go off).

### F: Choose the correct option

- 1) Jake wanted **to expand/expend** his professional horizons, so decided **to delve/delving** into the world of networking. The first step involved **to set/ setting** clear objectives. With a determined spirit, Jake started **build/building** connections by **attend/attending** industry events. Online platforms also became Jake's virtual playground, where he leveraged professional social networks to connect / connect with like-minded individuals worldwide.
- 2) In fact, more than 2,000 years ago, there were already complaints about people **using / use** bad Latin! Some language experts believe that texting is actually a new kind of language – it allows us **to write / write** more like the way we speak.

### G. Choose the best pronoun.

1. Each department must prepare \_\_\_\_\_ own report.
2. After the manager read the message, he deleted \_\_\_\_\_.
3. She likes innovative ideas, but this one is too risky for \_\_\_\_\_.
4. We prepared two sets of documents. Please send \_\_\_\_\_ to the committee.

### H. Choose the correct preposition.

1. to be based **in / at** London
2. to wait **for / to** the manager
3. to talk **to / with** colleagues
4. to be late **for / at** the meeting

## LISTENING

Audio link <https://cutt.ly/owSxpcpj>

**F: Listen to six questions or comments from three conversations. Choose the best response to each one.**

Conversation 1	Conversation 2	Conversation 3
<p><b>1</b></p> <p><b>a</b> Yes, I'm fine, thanks. <b>b</b> It's nice to meet you. <b>c</b> Not at all. It's free.</p>	<p><b>3</b></p> <p><b>a</b> He knows my cousin in Mexico <b>b</b> He's still with the same company. <b>c</b> Yes, he phoned me yesterday</p>	<p><b>5</b></p> <p><b>a</b> I spoke to Ann in Human Resources, which was helpful. <b>b</b> I lived here when I was student, so I know the city. <b>c</b> Yes. Luckily I love data, so I'm looking forward to it.</p>
<p><b>2</b></p> <p><b>a</b> It's not far from my house. <b>b</b> Well, it's good ... mostly. <b>c</b> It finishes at 5 o'clock.</p>	<p><b>4</b></p> <p><b>a</b> Great! He loves it! <b>b</b> No, it's over there. <b>c</b> Your phone is ringing.</p>	<p><b>6</b></p> <p><b>a</b> Astra project? <b>b</b> It's a fantastic project. <b>c</b> Do you have the paperwork?</p>