



## ENTRANCE TEST FOR OFFICERS

### I. Choose the correct answers.

1. She \_\_\_\_\_ to the office by bus every day.  
A. goes  
B. is going  
C. go
2. We \_\_\_\_\_ a new training program next month.  
A. are starting  
B. started  
C. start usually
3. The report \_\_\_\_\_ yesterday because the system crashed.  
A. wasn't sent  
B. doesn't send  
C. isn't sending
4. Is there \_\_\_\_\_ here who can help with the projector?  
A. anyone  
B. someone  
C. no one
5. You \_\_\_\_\_ bring your own laptop; we can provide one.  
A. must  
B. don't have to  
C. mustn't

### II. Complete the sentences.

1. She has worked in this company \_\_\_\_\_ 2021.
2. I didn't see him yesterday because he \_\_\_\_\_ on leave.
3. We need \_\_\_\_\_ minutes to prepare before the meeting.
4. The files have already \_\_\_\_\_ to the manager.
5. When I arrived, they \_\_\_\_\_ the new project.

### III. Put the verbs in the correct form.

1. She \_\_\_\_\_ (not like) working late, but she sometimes does during deadlines.
2. At the moment, they \_\_\_\_\_ (set up) the new computer system.
3. If the printer \_\_\_\_\_ (not work), call IT immediately.
4. I \_\_\_\_\_ (meet) the new supervisor two days ago.
5. He said he \_\_\_\_\_ (finish) the task by the end of today.

### IV. Rewrite the sentences as instructed.

#### 1. Comparative:

This laptop is good. That one is good too.

→ \_\_\_\_\_.

#### 2. Passive voice:

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They sent the confirmation email this morning.

→ \_\_\_\_\_.

3. *Should/shouldn't:*

It's important for staff to come on time.

→ \_\_\_\_\_.

4. *Relative clause (who/which/that):*

The woman helped me yesterday. She works at reception.

→ \_\_\_\_\_.

5. *Present perfect:*

I (never / work) with international clients before.

→ \_\_\_\_\_.

**V. Identify the error and rewrite the correct.**

1. She don't need to attend the meeting today.

Error: \_\_\_\_\_

Correct sentence: \_\_\_\_\_

2. The document was sending to all staff last night.

Error: \_\_\_\_\_

Correct sentence: \_\_\_\_\_

3. He is liking the new office.

Error: \_\_\_\_\_

Correct sentence: \_\_\_\_\_

4. I didn't went to the workshop last week.

Error: \_\_\_\_\_

Correct sentence: \_\_\_\_\_

5. There are much emails we need to answer.

Error: \_\_\_\_\_

Correct sentence: \_\_\_\_\_