



Alumno:Curso: 4^{TO} AÑO

Criterios de evaluación:

- Reconocer y utilizar las diferentes estructuras gramaticales
- Reconocer y utilizar vocabulario específico.
- Escuchar y elegir la opción correcta.
- Interpretar y producir textos escritos.

Observaciones:

- No utilizar corrector ni lapicera borrrable.
- Escribir con tinta azul o negra
- Completar toda la evaluación o escribir "no realizado".

Choose the correct words in *italics*.

- 1 The office is now *open-plan* / *cramped*. It was completely redesigned at the end of last year.
- 2 I made all the changes we discussed, so the reports are now *state-of-the-art* / *up-to-date*.
- 3 Working in a hi-tech office is meant to be *stress-free* / *old-fashioned*, but I think that depends more on your workload than your surroundings.
- 4 We've got everything we need in our new office. Even a massage chair! So we're about as *fully-equipped* / *spacious* as you can be.

Choose the correct words in *italics*.

- 1 We don't need to store many components in the warehouse because we get a regular *shipment* / *supply chain* delivered every week.
- 2 It's possible to keep a constant check on the *supply chain* / *inventory* using bar codes.
- 3 There's a *customer* / *supplier* on the phone complaining about a late payment again.
- 4 I work with *middlemen* / *clients* who supply the goods from some of the remotest regions of Asia.
- 5 One way to ensure each one is different is by only buying *hand-made* / *hand-done* rugs.

Complete the sentences with the correct form of the verb in brackets.

- a If the weather ¹¹ _____ (be) good tomorrow, we ¹² _____ (walk) to the conference.
- b What savings ¹³ _____ (we / make) for our department if we ¹⁴ _____ (reduce) our consumption of paper?
- c How much ¹⁵ _____ (we / save) if we ¹⁶ _____ (ask) customers to bring their own carrier bags?
- d If they ¹⁷ _____ (not / improve) the bike lanes, people ¹⁸ _____ (continue) to travel by bus and car.
- e What ¹⁹ _____ (your boss / say) if you ²⁰ _____ (ask) to work from home for one day a week?

Business communication

Complete the missing words in the conversation.

- Dirk Hi, Rosa. I'm afraid we have a ²¹p_____ with the order.
- Rosa Oh dear. What seems to be wrong ²²c_____?
- Dirk Well, ²³b_____, we ordered 2,000 brochures, but you've only sent 1,000.
- Rosa Really? Oh no. Well, would it be OK ²⁴c_____ we delivered the other 1,000 next Monday?
- Dirk I'm afraid that wouldn't be ²⁵a_____. We need them on Thursday for a trade fair.
- Rosa ²⁶W_____ if we sent them by express courier? That would ²⁷a_____ us to get them to you within a day.
- Dirk Yes, that would be ²⁸p_____.
- Rosa But would you ²⁹a_____ to pay for some of the courier costs?
- Dirk Yes, I think we ³⁰c_____ do that. How about 50-50?

Choose the correct words in *italics*.

- 1 I think there's a *fault* / *failure* with my washing machine.
- 2 The new model of the washing machine had a design fault and as a result the company had to *recall* / *refund* all the machines they had sold from January to April.
- 3 I'm sorry, but there seems to have been some kind of *breakdown* / *misunderstanding*. My appointment is at 2.00 p.m., and your appointment is 2.30 p.m., so I should go first.
- 4 Sorry, you'll have to wait if you want to use the Internet. The server will be *wrong* / *down* for at least three hours.
- 5 Don't forget to unplug your charger as soon as your phone is fully charged. It'll cause *damage* / *injury* to the battery if you don't.
- 6 You won't believe this. My car is *down* / *has broken down* for the third time this month. It's at the garage now.
- 7 I wouldn't use the company again. Yes, they'll fix it for you, but it took them three months to *recall* / *resolve* the problem I had.
- 8 I got half my money back from the hotel because I made a *complaint* / *mistake* about the service.
- 9 I think the problems are due to the *mistake* / *failure* of staff to communicate properly. We need some more staff training.
- 10 It's not always in our interests to achieve zero *defects* / *refunds*, as this can be expensive and push up prices.

GOOD LUCK!!