

Exercise 1 – Choose the correct answer (a, b, c, or d)

- If I had known about the traffic, I ____ earlier.

a) would leave
b) would have left
c) left
d) had left

- She's the colleague ____ project won the innovation award.

a) which
b) who
c) whose
d) whom

- By this time next year, they ____ the new headquarters.

a) will open
b) will have opened
c) have opened
d) open

- The report was so detailed that it took me a while to ____ the main points.

a) take in
b) take off
c) take up
d) take over

- Hardly ____ the meeting started when the fire alarm went off.

a) did

b) had

c) has

d) was

- I'd rather you ____ me before making a decision.

a) consult

b) consulted

c) will consult

d) had consulted

- The company is looking for candidates ____ have experience in digital marketing.

a) which

b) where

c) who

d) whose

- Despite ____ several reminders, he failed to submit the assignment.

a) receiving

b) receive

c) to receive

d) received

- The proposal needs to be revised, ____?

a) doesn't it

b) isn't it

c) does it

d) needn't it

- She speaks French almost ____ as a native speaker.

a) as fluently

b) more fluently



c) most fluently

d) fluent

Exercise 2 – Write ONE word in each space

Read the text and write one word in each gap.

In recent years, remote work has become increasingly common. Many employees report that they are more productive when working from home, mainly because they are less likely to be interrupted. However, others argue that collaboration suffers when team members are not physically present. One major challenge is maintaining clear communication, especially when people are working in different time zones. To address this issue, companies have invested heavily in digital tools that allow employees to stay connected. Even so, managers must ensure that expectations are clearly defined and that performance is regularly reviewed. Without clear guidelines, misunderstandings can easily arise, leading to delays and frustration.

- Many employees report that they are more productive when working _____ home.
- They are less likely to be interrupted, _____ increases efficiency.
- Collaboration suffers when team members are not physically present _____ the same place.
- One major challenge is maintaining clear communication, especially when people are working _____ different time zones.
- Companies have invested heavily _____ digital tools.
- Managers must ensure that expectations are clearly defined and performance is regularly reviewed, _____ misunderstandings may arise.

Exercise 3 – Put the correct form of the verbs in brackets

When I arrived at the office, the meeting already _____ (start).

She _____ (work) on the report for three hours before she took a break.

If he _____ (not/miss) the deadline, the project would have been approved.

They usually _____ (hold) meetings on Mondays, but this week they ____ (meet) on Tuesday instead.

At this time tomorrow, we _____ (present) our findings to the board.

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The new policy _____ (introduce) last month and it already __ (have) a significant impact.

I wish I _____ (know) about the opportunity earlier.

By the end of the year, she _____ (complete) her MBA.

Exercise 4 – Reading Comprehension

Read the text and choose the correct answer (a, b, c, or d).

Text

In many industries, artificial intelligence is no longer a distant prospect but a practical tool integrated into daily operations. Companies use AI to analyze large volumes of data, automate repetitive tasks, and improve customer service through chatbots and recommendation systems. While some employees fear that automation will replace their roles, research suggests that AI is more likely to transform jobs than eliminate them entirely. New positions are emerging that require advanced technical skills, critical thinking, and the ability to manage complex systems.

However, the transition is not without challenges. Organizations must invest in training programs to help workers adapt. Without adequate support, the gap between those who can use new technologies and those who cannot may widen, leading to inequality in the workplace.

- The text suggests that AI is
 - a) rarely used in business
 - b) mainly theoretical
 - c) already part of everyday business practice
 - d) too expensive for most companies
- Some employees are concerned that AI will
 - a) increase their salaries
 - b) eliminate their jobs
 - c) reduce working hours
 - d) improve teamwork



- According to research, AI is more likely to
 - a) completely replace human workers
 - b) reduce the need for training
 - c) transform existing roles
 - d) eliminate technical jobs
- One major challenge mentioned is
 - a) lack of customer interest
 - b) insufficient data
 - c) resistance from managers
 - d) the need for proper training
- If companies do not provide support,
 - a) productivity will immediately increase
 - b) inequality in the workplace may grow
 - c) AI systems will fail
 - d) employees will refuse to work

Exercise 5 – Writing Task

You have received the following formal letter:

Dear Sir or Madam,

We are writing to inform you that your recent application for the position of Project Coordinator has been reviewed. Although your qualifications are impressive, we regret to inform you that on this occasion you have not been selected for the role.

However, we would like to keep your CV on file for future opportunities. Please let us know if you agree to this arrangement.

Yours faithfully,

Human Resources Department

Task:

Write a formal response (180–220 words) in which you:

acknowledge the decision,

express continued interest in the company,

respond to the request regarding your CV,

maintain a professional and polite tone.



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