

**Choose the correct answer:**

1. The meeting \_\_\_\_\_ at 9:00 every Monday.  
A. start    B. starts    C. started    D. starting
2. We \_\_\_\_\_ the report yesterday.  
A. finish    B. finished    C. have finish    D. finishing
3. She \_\_\_\_\_ in Wilo for five years.  
A. works    B. worked    C. has worked    D. is work
4. They \_\_\_\_\_ a new project next month.  
A. launch    B. launched    C. will launch    D. launching
5. I \_\_\_\_\_ lunch when my manager called.  
A. had    B. was having    C. have    D. am having
6. By next Friday, we \_\_\_\_\_ the installation.  
A. complete    B. completed    C. will have completed    D. completes
7. He usually \_\_\_\_\_ to work by bus.  
A. go    B. goes    C. went    D. going
8. Look! The machine \_\_\_\_\_.  
A. stops    B. stopped    C. is stopping    D. stopping
9. Each employee \_\_\_\_\_ responsible for safety.  
A. are    B. is    C. were    D. have
10. The engineers \_\_\_\_\_ checking the system.  
A. is    B. are    C. has    D. was
11. Neither the manager nor the workers \_\_\_\_\_ available.  
A. is    B. are    C. was    D. be
12. A number of products \_\_\_\_\_ exported.  
A. is    B. are    C. has    D. was
13. The quality of these pumps \_\_\_\_\_ excellent.  
A. are    B. is    C. were    D. have
14. We need \_\_\_\_\_ new supplier.  
A. a    B. an    C. the    D. no article
15. There isn't \_\_\_\_\_ information.  
A. many    B. much    C. few    D. several
16. \_\_\_\_\_ employees attended the training.  
A. Much    B. Every    C. All    D. Little
17. He bought \_\_\_\_\_ umbrella.  
A. a    B. an    C. the    D. no article
18. Only \_\_\_\_\_ machines failed.  
A. a little    B. a few    C. much    D. little
19. The meeting starts \_\_\_\_\_ 8:30.  
A. in    B. on    C. at    D. for

20. The report was sent \_\_\_\_\_ email.  
A. by      B. on      C. with      D. into
21. Our office is \_\_\_\_\_ the second floor.  
A. in      B. at      C. on      D. over
22. Please arrive \_\_\_\_\_ time.  
A. on      B. in      C. at      D. by
23. We discussed the issue \_\_\_\_\_ the meeting.  
A. at      B. in      C. from      D. between
24. Employees \_\_\_\_\_ wear safety equipment.  
A. must      B. can      C. may      D. would
25. You \_\_\_\_\_ smoke here.  
A. must      B. mustn't      C. can      D. could
26. \_\_\_\_\_ I open the window?  
A. Must      B. May      C. Should      D. Need
27. We \_\_\_\_\_ finish this today if possible.  
A. should      B. mightn't      C. ought not      D. used
28. The products \_\_\_\_\_ in Germany.  
A. make      B. are made      C. made      D. making
29. The invoice \_\_\_\_\_ yesterday.  
A. sent      B. was sent      C. is send      D. sending
30. English \_\_\_\_\_ in our meetings.  
A. speaks      B. is spoken      C. speaking      D. spoke
31. The order \_\_\_\_\_ tomorrow.  
A. will deliver      B. will be delivered      C. delivered      D. delivering
32. The engineer \_\_\_\_\_ repaired the pump is here.  
A. who      B. which      C. where      D. whose
33. This is the factory \_\_\_\_\_ we visited.  
A. who      B. where      C. which      D. whose
34. The woman \_\_\_\_\_ office is upstairs is our director.  
A. who      B. whose      C. which      D. where
35. The day \_\_\_\_\_ we signed the contract was exciting.  
A. who      B. which      C. when      D. whose
36. Please \_\_\_\_\_ the attached document carefully.  
A. review      B. reviews      C. reviewed      D. reviewing
37. We appreciate your \_\_\_\_\_ response.  
A. prompt      B. promptly      C. promptness      D. prompting
38. Sales have increased \_\_\_\_\_ 15%.  
A. by      B. with      C. from      D. at
39. If you have questions, please \_\_\_\_\_ us.

- A. contact      B. contacts      C. contacted      D. contacting
40. Thank you for your \_\_\_\_.
- A. cooperate      B. cooperation      C. cooperative      D. cooperatively