EVERYDAY ENGLISH 1–4 – TEST A2

Choose the correct answer: A, B, C or D. Only one answer is correct.

Name: _____	Date: _____	Score: _____ / 20

1. Your friend invites you for coffee, but you are busy. What do you say?

- ☐ **A.** That's not a problem.
- ☐ **B.** I'd love to, but I'm busy today.
- ☐ **C.** I'll put you through.
- ☐ **D.** Give me a minute.

2. Someone suggests meeting tomorrow. You like the idea. What do you say?

- ☐ **A.** I'm not sure.
- ☐ **B.** What's wrong?
- ☐ **C.** That sounds good.
- ☐ **D.** I need to check.

3. Someone asks if you are free on Thursday evening. You need to check your calendar. What do you say?

- ☐ **A.** I'll ask him.
- ☐ **B.** Let me check.
- ☐ **C.** I'll do it today.
- ☐ **D.** Could you repeat that?

4. You don't know yet if you can come. You promise to give an answer tomorrow. What do you say?

- ☐ **A.** I'll put you through tomorrow.
- ☐ **B.** I'll have a look tomorrow.
- ☐ **C.** I'll send it tomorrow.
- ☐ **D.** I'll get back to you tomorrow.

5. Your computer is not working correctly. What do you say?

- ☐ **A.** It isn't here at the moment.
- ☐ **B.** It doesn't work properly.
- ☐ **C.** I didn't hear the time.
- ☐ **D.** That's not a problem.

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6. You call a company and want to speak to Mr Brown. What do you say?

- ☐ **A.** Can I speak to Mr Brown, please?
- ☐ **B.** Can you call me back, please?
- ☐ **C.** Could you send me Mr Brown, please?
- ☐ **D.** Can you repeat Mr Brown, please?

7. Mr Brown is not in the office. You offer to take a message. What do you say?

- ☐ **A.** Can I check a message?
- ☐ **B.** Can I send a message back?
- ☐ **C.** Can I take a message?
- ☐ **D.** Can I put a message through?

8. You want someone to ask Mr Brown to phone you. What do you say?

- ☐ **A.** Could you call him back?
- ☐ **B.** Could you put me through?
- ☐ **C.** Could you take a message?
- ☐ **D.** Could you ask him to call me back?

9. You didn't hear what time the meeting starts. What do you say?

- ☐ **A.** Sorry, I don't know the time. Could you call me back?
- ☐ **B.** Sorry, I didn't hear the time. Could you repeat that, please?
- ☐ **C.** Sorry, I'm not here at the moment.
- ☐ **D.** Sorry, I'll find out who you are.

10. You answer a phone call and want to connect the caller to another person. What do you say?

- ☐ **A.** I'll put you through.
- ☐ **B.** I'll get back to you.
- ☐ **C.** I'll let you know.
- ☐ **D.** I'll take care of it.

11. You want your colleague to check a document. What do you say?

- ☐ **A.** Could you check this to me?
- ☐ **B.** Could you checking this for me?
- ☐ **C.** Could you check this for me?
- ☐ **D.** Could you checked this for me?

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12. You need someone to wait for a short time. What do you say?

- ☐ **A.** Could you wait a moment?
- ☐ **B.** Could you send it again?
- ☐ **C.** Could you call me back?
- ☐ **D.** Could you take a message?

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13. Your colleague asks: "Can you help me with this?" You agree. What do you say?

- ☐ **A.** Sorry, I can't right now.
- ☐ **B.** I'm not sure.
- ☐ **C.** That's not a problem with it.
- ☐ **D.** Sure, that's fine.

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14. Someone asks you to do something, but you are busy now. What do you say?

- ☐ **A.** I'll put you through.
- ☐ **B.** Sorry, I can't right now.
- ☐ **C.** Give me a look.
- ☐ **D.** I didn't hear the time.

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15. Your colleague asks you to send a report, but you can't do it now. You promise to do it later. What do you say?

- ☐ **A.** I do it yesterday.
- ☐ **B.** I'll do it later.
- ☐ **C.** I'm doing it last week.
- ☐ **D.** I did it tomorrow.

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16. Someone asks you a question, but you need a little time before answering. What do you say?

- ☐ **A.** That's not a problem.
- ☐ **B.** I'll ask him.
- ☐ **C.** Give me a minute.
- ☐ **D.** I'll get back to you yesterday.

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17. Your colleague tells you there is a problem with an order. You want to check it. What do you say?

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- [ ] **A.** I'll take a message.
- [ ] **B.** I'll put you through.
- [ ] **C.** I'll let you go.
- [ ] **D.** I'll have a look.

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18. Someone asks why the delivery is late. You don't know the answer and need to check the information. What do you say?

- [ ] **A.** That's fine. I'll call you back.
- [ ] **B.** I'm not sure. I need to check.
- [ ] **C.** I don't work properly.
- [ ] **D.** Could you send it again?

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19. You don't know the answer, but you know that Peter can help. What do you say?

- [ ] **A.** I'll ask it.
- [ ] **B.** I'll tell him again.
- [ ] **C.** I'll ask him.
- [ ] **D.** I'll check him.

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20. Your colleague tells you about a problem with a document. You promise to deal with it. What do you say?

- [ ] **A.** I'll take a message.
- [ ] **B.** I'll put it through.
- [ ] **C.** I'll take it care.
- [ ] **D.** I'll take care of it.

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