

Name _____

Date _____

Egzamin z języka angielskiego

Technik Administracji

1. Translate to English .Przetłumacz na angielski

długopis -

ołówek -

koperta -

kalkulator -

nożyczki -

zszywacz -

klej -

papier -

notes, notatnik,-

plik na komputerze, teczka na dokumenty, dokument -

pieczętka -

faktura -

umowa -

cennik

2.Match the collocation. Połącz odpowiednie tłumaczenia.

- | | |
|-------------------------|---------------------------------|
| 1.answer the phone | a) obsługiwać klienta |
| 2.make a phone call | b) skanować dokumenty |
| 3.copy documents | c) kopiować dokumenty |
| 4.scan files | d) wysłać wiadomość sms |
| 5.send an e-mail | e) wysłać e-mail |
| 6.send a text message – | f) organizować spotkanie |
| 7.type a letter – | g) odebrać telefon |
| 8.arrange a meeting | h) napisać list (na komputerze) |
| 9.serve a customer | i) telefonować, dzwonić |
| 10.print a document | j) wydrukować dokument |

3.What do you know about secretary's"? Co wiesz na temat sekretarek i czym się zajmują?

IN MY OFFICE

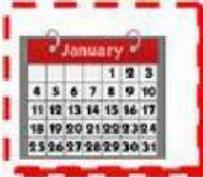
Choose the correct answer.



- a) Printer
- b) Connector
- c) Calculator



- a) Coffee maker
- b) Kettle
- c) Teapot



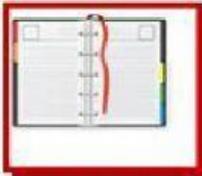
- a) Diary
- b) Board
- c) Calendar



- a) White board
- b) Cork office board



- a) Table
- b) Desk
- c) Cabinet



- a) Copybook
- b) Diary
- c) Notepad



- a) Stapler
- b) Stamp
- c) Hole punch



- a) Lesson
- b) Coffee break
- c) Meeting



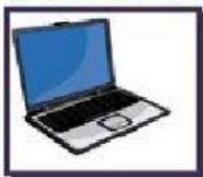
- a) Computer
- b) Laptop
- c) Notebook



- a) Closet
- b) Cupboard
- c) File cabinet



- a) Notebook
- b) office address book



- a) Laptop
- b) Tablet
- c) Computer



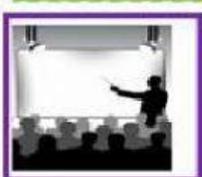
- a) Armchair
- b) Sofa
- c) Office chair



- a) Shredder
- b) Printer
- c) Photocopier



- a) Screen
- b) Printer
- c) Fax machine



- a) Exposé
- b) Presentation
- c) Conference



- a) Scanner
- b) File holder
- c) Keyboard



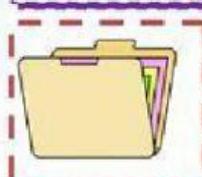
- a) Eraser
- b) Rubber
- c) Rubber stamp



- a) Bin
- b) Shredder
- c) Shelf



- a) Interactive board
- b) Notice board



- a) Binder
- b) File
- c) X files



- a) Slot machine
- b) Vending machine



- a) Mobile
- b) Smart phone
- c) Telephone



- a) Stapler
- b) Puncher
- c) Tape



- a) Flash drive
- b) USB stick
- c) Memory stick

B5 and 6: Phone Conversation

Leave a message:

A: Hello, this is _____. Can I help you?

Yes, can I speak to Mr. Brown?

A: I'm sorry, he's not here right now. Can I take a message?

Yes, can you ask him to call me?

A: Okay, what is your name and phone number?

A: Let me check that. Your name is _____, and your phone number is _____.

Yes, that's right.

A: I'll give him the message.

Thank you, Goodbye.

Make an appointment:

A: Hello, this is _____. Can I help you?

Yes, I need to make an appointment with Mr. Brown.

A: I can do that for you. What day is good for you?

A: What time can you come in?

A: That's _____ at _____.

Change an appointment:

A: Hello, this is _____. Can I help you?

Yes, I need to change my appointment with Mr. Brown.

A: Okay, I can do that for you. When do you want to come?