

Name: _____

Date: _____

Score: _____ /

LISTENING

I. Listen to a phone call. Complete the expressions from the conversation. (12 points)

1. We've _____ a problem with the order for Gosport.
2. We _____ all the baseball bats and T-shirts yesterday so I _____ ship them tomorrow. Bu the logos on the caps _____.
3. We _____ fix the machine today and _____ them again.
4. OK. _____ worry.
5. I know the Purchasing Manager at Gosport, so I'll _____ to him...
6. We _____ give another delivery date for this.
7. Sure. I'll _____ the factory now and I'll _____ you know as soon as I can.
8. That _____ be great. Thanks a lot.

II. Listen to a conversation and match the expressions 1-8 with the responses a-h. (8 points)

- | | |
|--|--------------------------------|
| 1. Can I join you? _____ | a. Very interesting. |
| 2. I hear you work for GST. _____ | b. Sure. See you later, maybe. |
| 3. My name's Simon Turing. _____ | c. Yes, of course. |
| 4. What do you think of the conference?
_____ | d. No, not many. |
| 5. Do you come here every year? _____ | e. Pleased to meet you. |
| 6. Do you know a lot of people here?
_____ | f. No, thanks. I'm fine. |
| 7. Would you like another drink? _____ | g. Yes, that's right. |
| 8. Please excuse me. _____ | h. No, this is my first time. |

READING

- III. Complete the email with words from the list.
(6 points)

SAVE
PRINT
RECEIVE
OPEN
SEND
FORWARD

To: José_Pablo@blc.com
From: Tiler.macintyre@blc.com
Subject: Organizing paperwork /
PC problems!

Hello José,

There are a few IT problems in our office today, so can you do me a favour?

Can you ¹ _____ a hard copy of the report from the meeting and give it to Amanda? I also need a copy – can you ² _____ the document to me in your next email?

Also, I can't ³ _____ our customer correspondence folder. If you can, please ⁴ _____ the order forms in this folder. Can you ⁵ _____ me the invoice from Bertrands so I have their contact details, please?

Finally, can you call me when you ⁶ _____ this email?

I don't know if my email is working!

Thanks,

- IV. Match 1 – 6 to a-f to make questions and sentences. (6 points)

- | | |
|-----------------------------|----------------------------------|
| 1. Are you _____ | a. for the HR Manager's profile. |
| 2. I like to comment _____ | b. a network of useful contacts |
| 3. You can build _____ | c. on LinkedIn? |
| 4. I want to connect _____ | d. a professional group? |
| 5. You can search _____ | e. on interesting posts. |
| 6. Why don't you join _____ | f. with old friends from school. |

- V. Read the following text. Use the words in bold in the correct form to complete the sentences.
(8 points)

- 1 The biggest social **network**. People connect with **their** friends and family and **share** information with them in a **post**. You can **comment on** other people's posts or click on 'like' to show that you like them. People you are connected with are called your friends.
- 2 People use this social network to connect with friends or with other people with the same interests. You can make groups (called circles) of people to share with.
- 3 People use this site to build **professional** networks. Users write a **profile** and **connect with** other people in their business area. These people are then called your connections. People share information about work topics and comment on it or 'like' it.
- 4 People use this site to **post** short messages called tweets. If you want to see everything someone posts, you can follow **them**.

1. I usually _____ photos on Instagram.
2. Instagram is my favourite social _____.
3. You don't have _____ everything. Some things are better kept private.
4. You should update your _____ in LinkedIn if you want to find a job.
5. I found _____ with very useful information in Facebook.
6. If you join groups in Facebook you can _____ people who have the same interests as you.
7. When you _____ on posts, everybody can see it.
8. You should look very _____ in your LinkedIn profile.

WRITING

VI. Complete the sentences with the correct WH- word. (WHAT, WHERE, WHEN, WHO, HOW, WHY) (7 points)

1. _____ do you live? I live in Mexico.
2. _____ does Michael get to work? He drives to work.
3. _____ is my cell phone? I think I saw it on the table.
4. _____ do you usually get up? I usually get up at 6 o'clock.
5. _____ did you stay home? Because I felt sick.
6. _____ is your boss? My boss is Mr. Barrera.
7. _____ time is it? It's 10 o'clock.

VII. Complete the sentences using the verb and the frequency adverb in the brackets. (6 points)

1. Our teacher, Mrs Jones _____ (never / be) late for lessons.
2. I _____ (often / clean) my bedroom at the weekend.
3. We _____ (rarely / watch) football on TV.
4. You and Tony _____ (never / play) computer games with me.
5. You _____ (usually / be) at the sports centre on Sunday.
6. The school bus _____ (always / arrive) at half past eight.

VIII. Complete the sentences using the simple past of the verbs in the brackets. (7 points)

1. I _____ (study) for the exam for three hours.
2. They _____ (be) happy to be home.
3. Sally _____ (be) disappointed she _____ (miss) the party.
4. Dan _____ (not/work) last week.
5. _____ you _____ (wash) the dishes?
6. We _____ (meet) them at the restaurant.
7. _____ you _____ (find) your book?