Vocabulary

Complete the following sentences with a suitable word. Take the definitions into account to help you.

1. The centre is 20 years old and will need capital improvements to remain **s**_____. (very modern and using the latest ideas and methods).
2. **O**_____ offices function well for people who need to be communicating with each other all the time. (workplace, a room which has few or no walls inside).
3. The new project includes recreational facilities and **s**_____ offices. (large and with a lot of space).
4. Some procedures are **o**_____ and it would be advisable to revise them. (not modern).
5. The goods have been sitting in a **w**_____ for months because a a strike has prevented distribution. (a large building for storing large numbers of goods).
6. **B**_____ areas are becoming more prevalent and desirable when planning a modern office. (an area separate from the established working area).
7. The new building is composed of three floors, each **f**_____ with training facilities and a cafeteria. (having sufficient supplies).
8. Unfortunately he accepted a lower _____ when he changed jobs. (a fixed amount of money agreed as a pay for an employee).
9. I asked the driver to **d**_____ me _____ at the hotel. (to take someone to a particular place).
10. The company is cutting back on money spent on corporate **e**_____ this year. (the activity of taking customers out to restaurants, theaters, etc.).
11. Please, let me know when you're coming to office and I'll **s**_____ you _____. (to go with someone to all parts of a place so that they can learn about it).
12. It was a pity we didn't have enough time to go **s**_____ yesterday. We'll do it tomorrow. (To visit interesting places, especially on holiday).
13. Fortunately modern cell phone batteries don't **r**_____ _____ as fast as they used to. (to have a small supply of something).
14. Every step of the retail **s**_____ _____ is now tracked by computer. (the system of people and organization involved in getting a product from the the place where it's made to the person who buys it).
15. You can lower the price by cutting out the **m**_____ and buying directly from the factory. (someone who masses arrangements between two people).
16. The atmosphere and **h**_____ of the new office have made a great impression on all our clients. (friendly behaviour towards guests and customers).

Grammar

*Put **a / an / the** in each space or leave the space **blank**.*

17) _____ friend of mine, Sally Milton, wanted to become 18) _____ dancer when she was 19) _____ girl. 20) _____ every morning before 21) _____ school she used to practise in 22) _____ living room at 23) _____ home. 24) _____ dancers need 25) _____ lot of 26) _____ exercise, so Sally used to go to 27) _____ gym two or three times 28) _____ week. In 29) _____ end she got 30) _____ job in 31) ____ theatre company and became 32) _____ actress. In 33) _____ fact, 34) ____ last week I saw her in 34) _____ programme on 35) _____ television.

Choose the correct forms to complete the questions below.

36) I'd like to know _____.

a. how can I contact her

b. how I can contact her

c. how do I contact her

37) I was wondering _____ the recipe.

a. where you found

b. where did you find

c. where found you

38) Would you mind telling me _____ ?

a. how much did the sofa cost

b. how much cost the sofa

c. how much the sofa cost

39) How long _____ to finish the project?

a. it is going to take

b. is it going to take

c. it's going to take

40) _____ in this house?

a. How much time you have been living

b. How long you've been living

c. How long have you been living

Functions (10 points)

You have scheduled a meeting with your team to discuss the implementation of new security measures and the different stages of the process. Write suitable questions or sentences for each heading.

- You would like to make some questions about the implementation process. (write two questions)

- You have some reservations about one of the stages of the process. Express your doubts and recommendations. (write four sentences)