

Ex 1. Functional English. Correct or incorrect?

1) Choose the correct sentence:

I am 5 minutes late.

I'm late on 5 minutes.

I am lating on 5 minutes.

2) Choose the correct sentence:

I don't agree with you.

I am not agree with you.

3) Choose the correct sentence:

I always do the same mistake.

I always make the same mistake.

I always am doing the same mistake.

I always am making the same mistake.

4) Choose the correct sentence:

It's not depend on me.

It don't depend from me.

It doesn't depend from me.

It doesn't depend on me.

5) Do you.....?

afraid of spiders?

agree with me?

late for the meeting?

6) *I eat pizza*

Twice a week

Twice in a week

7) – *What do you do? -*

- *I'm a teacher.*
- *I'm working on a new project.*
- *I am watching TV.*

8) *a meeting today?*

Do we have...

Are we have....

Have we have.....

9) *The party was great.*

It was funny.

It was fun.

10) Choose the correct sentence:

Can we discuss it later?

Can we discuss about it later?

Ex 2. In the meetings.

1) ***Choose the phrase you would use to suggest time for the meeting:***

- a) *I'm open Monday after 2 pm. Alternatively, we could also meet Tuesday at 5. Please, let me know if either of these work for you.*
- b) *I suggest we get down to business.*
- c) *We can continue talking about this later. Now, let's go back to our previous subject.*

2) ***Choose the phrase you would use to cancel a meeting:***

- a) *I wonder if it possible to reschedule our meeting? I have a bit of an emergency that I need to take care of.*
- b) *Sorry I didn't quite catch it.*
- c) *I apologize for the wait. Please, give me a moment.*

3) ***Choose the phrase you would use to say the connection is bad:***

- a) *Is the meeting still happening?*
- b) *Just a moment please!*
- c) *Your voice is breaking up. Come again please.*

4) ***Choose the phrase you would use to ask people to repeat themselves***

- a) *Sorry I didn't quite catch what you said.*
- b) *We are getting carried away.*
- c) *I think we can wrap up for today*

5) ***Choose the phrase you would use to finish a meeting***

- a) *Let's call it a day*
- b) *Hang on for a few seconds.*
- c) *Let's get the ball rolling.*

Ex 3. Fill in the gaps with appropriate options:

- 1 Ronny was born on ____.
24 November the summer August
- 2 In England, winter starts in ____.
1 December New Year November
- 3 What are you doing at ____?
Saturday the weekend
the summer
- 4 Carla agreed to help us on ____.
Wednesday next week
the evening
- 5 He got married in ____.
12 February 1978 3 a.m. 2002
- 6 The streets are very quiet at ____.
Sunday mornings night
the morning
- 7 I have to look after my little brother on ____.
Thursday evening this evening
the evening
- 8 I like going for long walks in ____.
the winter the weekend Sundays
- 9 Pete decided to do no homework on ____.
his birthday New Year the summer
- 10 The shop is going to close in ____.
Saturday 5.30 p.m. two weeks

Ex 4. Listening.

1) Listen to the talk on how to be a good employee. Then, fill out the gaps.

How to be a good employee

You must:

- | | |
|------------------------------------|---|
| 1. _____ to work every day. | 5. _____ all tasks well. |
| 2. _____ punctual. | 6. not _____ computers for personal things. |
| 3. _____ colleagues and customers. | 7. _____ your workspace tidy. |
| 4. _____ all tasks on time. | 8. _____ files sensibly. |

2) Listen and tick what you hear.

- | | | |
|-----------------------------------|---|--|
| a. If you are ill and can't work, | <input checked="" type="checkbox"/> stay in bed, but phone. | <input type="checkbox"/> do your work at home. |
| b. The company doesn't want to | <input type="checkbox"/> lose money. | <input type="checkbox"/> waste money. |
| c. It's important to respect your | <input type="checkbox"/> managers and colleagues. | <input type="checkbox"/> colleagues and customers. |
| d. You're responsible for | <input type="checkbox"/> your office equipment. | <input type="checkbox"/> the quality of your work. |
| e. Organize your files in | <input type="checkbox"/> alphabetical order. | <input type="checkbox"/> chronological order. |
| f. Make sure your workspace is | <input type="checkbox"/> tidy and comfortable. | <input type="checkbox"/> organized. |

Ex 5. Reading. Fill out the gaps with the words in the box.

association	campus	degree	dorm	facilities	faculty	freshman
grades	major	professor	semester	society	undergraduate	

- Juan Hey, Julia! It's nice to see you on ¹ _____ . I didn't know you went to school here.
- Julia Hi, Juan. Yes, I'm a ² _____ this year.
- Juan What's your ³ _____ ?
- Julia Biology. What about you?
- Juan I took math when I was an ⁴ _____. I was encouraged by the math ⁵ _____ to continue my studies. Now I'm working on a master's ⁶ _____ in physics.
- Julia Wow! I had my first class this morning and the ⁷ _____ seemed really nice. And the ⁸ _____, like the library and science labs, are amazing!
- Juan Don't forget to have a social life! You can join a club or an ⁹ _____.
- Julia Oh, I already have! I signed up for the biology ¹⁰ _____. I hope it will help me keep my ¹¹ _____ up.
- Juan Well, if you have any questions about college life, just ask.
- Julia Umm ... actually ... do you know where the ¹² _____ is? I'm a bit lost!
- Juan It's just past the library. Don't worry. By next ¹³ _____, you'll know where everything is!

