

## Intelligent Business Unit Test 2

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Answer all questions.

### LANGUAGE

**1 Complete the sentences with the correct form of the verbs.**

have (x3) / write / sell / develop / finish / organise / get / go
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- 1 We \_\_\_\_\_ dinner at 7pm.
- 2 I \_\_\_\_\_ work at 6pm.
- 3 My colleague \_\_\_\_\_ all the reports.
- 4 Mr Jones \_\_\_\_\_ lunch in the staff restaurant.
- 5 The company \_\_\_\_\_ many different products.
- 6 Miko \_\_\_\_\_ all the conferences.
- 7 The employees \_\_\_\_\_ lunch at 1pm every day.
- 8 The boss \_\_\_\_\_ home after the staff.
- 9 Franco \_\_\_\_\_ the train home.
- 10 The R and D department \_\_\_\_\_ new products.

**2 Each sentence has one mistake. Rewrite it correctly.**

- 1 He gets up at usually 6.15.  
\_\_\_\_\_
- 2 She take messages for her boss.  
\_\_\_\_\_
- 3 I work in an large office in London.  
\_\_\_\_\_
- 4 They often are late for work.  
\_\_\_\_\_
- 5 We visit our customers at the morning.  
\_\_\_\_\_

## VOCABULARY

### 3 Choose the correct answer a, b or c.

- 1 The head of a company is usually called the \_\_\_\_\_.  
a) CEO                      b) colleague                      c) manager
- 2 All the people who work in a company are the \_\_\_\_\_.  
a) bosses                      b) directors                      c) staff
- 3 The marketing department \_\_\_\_\_ the products and services.  
a) makes                      b) promotes                      c) buys
- 4 The \_\_\_\_\_ people meet the customers.  
a) selling                      b) sales                      c) sells
- 5 Frank Zieder is in \_\_\_\_\_ of Production.  
a) head                      b) charge                      c) responsible

## CAREER SKILLS

### 4 Underline the correct word.

Can I (1) *introduce/meet* you to Mr Maybury. We are pleased to (2) *welcome/see* him to the company (3) *as/like* the new team manager. He is a good (4) *choice/opinion* for the job because he (5) *has/gets* good experience with international teams.