

Intelligent Business Unit Test 2

Answer all questions.

LANGUAGE

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

have (x3) / write / sell / develop / finish / organise / get / go

- 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.