

Unit Test 13

Answer all the questions.

LANGUAGE

Write these sentences in the correct order.

- 1 I to often work have late.

- 2 well all our speak staff English.

- 3 system the new is efficiently working.

- 4 are always they arrive the first to.

- 5 The every night are backed-up computers automatically.

VOCABULARY

Complete the sentences with these words.

demand / forecast / delay / model / range / stock / switch / update / order

- 6 I'm sorry but there's a _____ with your order. It'll arrive tomorrow not today.

- 7 Hello. I'd like to place an _____ for three hundred pens.

- 8 Customer _____ is very high for ice creams because the summer is so hot.

- 9 The current _____ for next year says turnover will remain steady.

- 10 I'm afraid we don't have any in _____ at the moment.

- 11 This model looks old now. We need to _____ it to make it more modern.

- 12 The Ford XR6 is our latest _____.

- 13 We've decided to _____ from the old system to this new procedure.

- 14 Let me show you our full _____ of cars from this family model to our sports and luxury cars.

Change the form of the words in **bold** to complete the sentences.

Note: Be careful, if you use a verb, it should be correctly conjugated.

produce

- 15 This is where we store our _____.
- 16 Bill is our _____ manager. He's in charge of the factory.

supply

- 17 Can you call our _____ and find out where the truck is?
- 18 We're _____ shops now in Europe and parts of America.

manufacture

- 19 We _____ spare parts for cars.
- 20 UK car _____ report a fall in orders.

deliver

- 21 We're still waiting for the _____ to arrive.
- 22 Can you _____ it to our warehouse please?

ADJECTIVES & ADVERBS

Choose **one** mistake in each sentence. Then, write the correct word.

- 23 I plan exact what I have to do every day. Correct word: _____
- 24 I deal with importantly tasks immediately. Correct word: _____
- 25 My work area is always tidily. Correct word: _____
- 26 I share usefully ideas with my colleagues. Correct word: _____
- 27 I regular review my way of working. Correct word: _____