GRAMMAR AND VOCABULARY QUIZ

Student's name: .....

1.Put the words in *italics* in the correct order to complete the dialogue. (9 marks)

A: ADAC. Good morning.

B: Hello. ***Could / I / to / speak*** (1)_____ Adira Chen, please?

A: ***I'm / she's / but / sorry,*** (2)_____ in a meeting.

B: Oh. ***Could / leave / a / I / message*** (3)_____?

A: Sure.

2.Complete the text with words from the list. (5 marks)

Distribution centres – factories – sales offices – technical centre – head office

I work for an international company. Our (1) _____is in Sweden – that's where the management works. Our reps work from 30 (2) _____ around the world, but we only have six (3) _____ for our stock. We make the products in the Far East – our (4) _____ are in China, but our main (5) _____ is in India – this is where we develop new products.

3. Complete these sentences with some / any / a / an (6 marks)

1. There are some drinks in the meeting room – Are there (1) _____ biscuits?
2. There aren't (2) _____ sandwiches for lunch, but there is (3) _____ restaurant near the office.
3. Are there (4) _____ parking spaces in the car park for them?
4. There are (5) _____ name cards for them and (6) _____ info pack about the company at Reception.

LIVEWORKSHEETS