

## 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.