

Vocabulary (50 points)

1 Complete the sentences with the words below. (8 points)

break ♦ busy ♦ LED screen ♦ sharp ♦ technical problems ♦ throat ♦ traffic lights

1. We have some _____, so the Wi-Fi is not working at the moment.
2. We have a large _____ which we can use at the trade exhibition.
4. The reception area was very _____ because we had a large group of visitors.
5. Alexandra has a sore _____, so she's not going to work today.
6. I was late because the _____ near the office were broken and just stayed on red.
7. I usually have a _____ for coffee at about 11 am.
8. The meeting begins at 9 am _____, so don't be late!

2 The words in bold are in the wrong sentences. Write them next to the correct sentences. (8 points)

1. The conference is due to **feel ill** on 23rd November. _____
2. The Sales Director has asked me to **suit** a presentation at the meeting. _____
3. Hanif said that he'll be **exit** to talk to you at 3 pm. _____
5. They transport the goods by **free**, which is why they take so long to arrive. _____
6. When you go out of the **ship**, you will see the exhibition centre opposite you. _____
7. I **take place**, so my manager has said that I can go home early. _____
8. We'd like to arrange a meeting on 3rd March. Does that **deliver** you? _____

3 Complete the mini-dialogues with the words and phrases below. (10 points)

accept ♦ convenient ♦ equipment ♦ name tags ♦ rearranged

1. **A:** Where's Jackie? I hope she hasn't forgotten that we _____ the meeting.
B: No, she phoned to tell me that there are delays on the underground. She'll be here soon.
3. **A:** Did you finish setting up all of the _____ for the conference?
B: Yes. Now I just have to print the _____ for all of the participants.
5. **A:** Did you _____ the invitation to the trade exhibition?
B: Yes. The date and location are both really _____ for me.