Student: _____
Date: _____

UNIT 1

Prof / Lic
Cinthia Herrera

UPPER - INTERMEDIATE LEVEL (B2)

1 Complete the sentences with the correct form of a word/phrase from the box. There are two words/phrases that you don't need.

cc somebody	confidential	delete	emoticon	handwriting	
handwritten	inbox in tray	postage stamp	punctuation	text	stationery

1 The only people my parents receive _____ letters from these days are other elderly relatives.
2 You never know when you'll need to post something, so it's handy to keep some _____ in your wallet.
3 If you're going to the _____ cupboard, could you pick up a few red pens for me, please?
4 I'm sorry, but I can't reveal what Harry told me – it's _____.
5 In today's English lesson, we revised the rules for using _____.
6 When Katya got back to her desk after lunch, she had twenty emails from her boss in her _____.
7 Sanjay tends to use loads of _____ in messages to his friends. The smiley face is my favourite!
8 Your _____ isn't very clear, so I'm not sure if your shopping list said 'chips' or 'crisps'.
9 Yiannis had far too many photos on his smartphone, so he had to _____ some of them.
10 Our boss wasn't too happy about us sending _____ to family and friends during working hours.

2 Choose the correct answer from the options.

1 I'm sorry I'm late. **Have you waited / Have you been waiting** long?
2 Phone apps **have become / have been becoming** a popular way of organizing information.
3 **I've always been knowing / I've always known** that I'd never move away from my hometown.
4 Kazumi **has done / has been doing** research for her project for many months now.
5 We **have had / have been having** some concerns about our uncle's health for some time.
6 Spellcheckers **have made / have been making** life easier, especially for people with poor spelling.
7 Maria **has been eating / has eaten** healthily recently in an attempt to lose some weight.
8 Scientists **have been discovering / have discovered** a cure for one of the world's most serious diseases.
9 **Hasn't Stefan been realizing / Hasn't Stefan realized** that it's too late to apply for the job now?
10 **I've been meaning / I've meant** to call you for ages, but I never seem to find time.

3 Choose the correct answer from the options.

1 **A** I'm not exactly comfortable at the thought of having another job interview next week.
B I'm sure you'll be fine. Just make sure you ask them some **appropriate / entertaining / awkward** questions.
2 **A** We've got a meeting with Magda later this morning, and I haven't prepared anything.
B Well, I wouldn't worry! I'm sure she'll **establish / offend / dominate** the conversation as usual!
3 **A** I really **made a good impression / put my foot in it / hit it off** with my mother-in-law yesterday.
B Again? You're always saying something stupid when she's around!
4 **A** How did you get on with your date last night?
B Not great! There were lots of **appropriate / entertaining / awkward** silences.
5 **A** I'm so disappointed in you! How could you take my car without checking with me first?
B I'm really sorry. But let's not **make small talk / have a row / have a misunderstanding** about it.

LIVEWORKSHEETS

4 Put the words into the correct order to make QUESTIONS.

1 New York / you / how / for / have / lived / long / in ?

_____

2 is / where / Lola / you / do / to / know / going ?

_____

3 yesterday / talking / what / about / Ollie / was ?

_____

4 know / you / the / did / Middle East / which / are / gestures / rude / in ?

_____

5 that / who / in / London / said / was / and / John / brought up / born ?

_____

5 Complete the mini-dialogues with phrases from the box.

Could you call me back on my landline?	I'd better get off the phone.
I'm afraid you've caught me at a bad time.	I'm losing you again
Just bear with me a moment.	

1

Bank Hello, Mrs Wilson. Is it convenient to talk to you at the moment?

Woman [1]_____. I'm in a bit of a rush to catch a train, actually.

2

Man So in the end, it was really expensive and not worth it, in my opinion.

Woman [2]_____. The coverage where you are can't be very good.

Man Yes, it's awful sometimes! I'll call you later.

3

Mum Hi, Julia, I'm phoning about Grandma's party.

Daughter Sorry, Mum … my battery's about to die. I forgot to charge my phone. [3]_____.

Mum Sure. Just give me a few minutes.

4

Mechanic So, according to our records, your car service was due just over seven months ago.

Customer No, I had it done recently. [4]_____. Yes, I've got the invoice here. The service was carried out on 8 May.

Mechanic Oh, I see. I do apologize.

5

Dad … and that's what we did for our holiday.

Daughter Dad, I've got a lot of work to do … my essay's due in on Friday. [5]_____.

Dad No problem. I'll let you get on.

LIVEWORKSHEETS

6 **Complete the sentences with the correct form of a verb from A and a preposition from B.**

A	B
contribute disapprove hear prevent rely	from of (x2) on to

1 Many people _____ Cathy's decision to marry her boyfriend, as they'd only just met.

2 No matter what I need, I know I can always _____ my sister for help.

3 We were _____ travelling last weekend due to the severe weather conditions.

4 I haven't _____ Ian Lewis. Is he the actor in that new drama on Channel 2?

5 Factors such as staff shortages _____ the failure of the project last year.

LIVEWORKSHEETS