2 | Progress test

Working with words

Write the words after the definitions.

1 an organization that finds staff for another company
_____

2 a company or person that buys your product
_____

3 a person who deals with the image of a company
_____

4 companies that do work for you that you can't do yourself
_____

5 a person who you work with
_____

6 a company that sells its products to you
_____

7 an expert from outside the company who gives advice and help
_____

Language at work

Choose the correct answer from the words in *italics*.

8 This week John *works / is working* on a big contract with Nike.

9 How often *does your company work / is your company working* with outside consultants?

10 Sorry I can't speak to you now, I *expect / 'm expecting* a call from our Paris office.

11 *Are you working / Do you work* very hard at the moment?

12 The Sales Director *uses / is using* this room every Tuesday.

13 I can't give you a decision at this time. The Sales Director *thinks / is thinking* about your proposal.

14 Hello, this is a message for Paul Timms. Paul, I *just leave / 'm just leaving* now. I'll be with you in about ten minutes.

15 The main problem with my job is that it *doesn't involve / isn't involving* any contact with the customers.

Business communication

Complete the telephone conversation with words from the list.

about	afraid	back	calling	course	leave

phoning	speak	this	welcome

A Could I [16] _____ to Ms Rosie Walton, please?
B Who's [17] _____ ?
A [18] _____ is Tom Jacks from ATC.
B Could you tell me what it's [19] _____?
A I'm [20] _____ to invite Rosie to our anniversary lunch next month.
B Well, I'm [21] _____ Ms Walton is out of the office at the moment.
A Oh. In that case, could I [22] _____ a message?
B Yes, of [23] _____ .
A Can you ask Rosie to call me [24]_____?
B Yes, does she have your number?
A Yes, she does.
B OK, I'll give her your message.
A Thanks very much.
B You're [25] _____ .

Result _____ / 25 marks

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LIVEWORKSHEETS