

Name _____ Date _____

Phone number ----- e-mail -----

FULL PLACEMENT TEST

3

A: Do you smoke?

B: No, I _____.

Section A: Grammar and Lexis

Complete the sentences with answer a, b, c or d. See the example.

Example:

A: Are you Mr Jensen?

B: Yes, I a.

- a am
- b 'm not
- c do
- d are

1 A: Is this the right place for British Airways?

B: Yes, it _____.

- a isn't
- b are
- c is it
- d is

2 Roger is _____ Switzerland.

- a with
- b from
- c not
- d a

- a don't
- b 'm not
- c not
- d doesn't

4 A: _____ does he work?

B: In a hospital.

- a Why
- b When
- c What
- d Where

5 How _____ do they play golf?

- a usually
- b every
- c often
- d time

6 Are there _____ messages for me?

- a got
- b any
- c a
- d have

7 I'm afraid I can't _____ the meeting at three.

- a to make
- b made
- c make
- d making

8 He _____ in when I rang.

- a wasn't
- b isn't
- c weren't
- d didn't

9 Henry _____ school at fifteen.

- a has left
- b leave
- c left
- d leaved

10 A: When _____ he phone?

B: At around three.

- a was
- b time
- c did
- d do

11 How _____ time off do you get a year?

- a many
- b much
- c any
- d some

12 It's hotter today _____ yesterday.

- a as
- b the
- c more
- d than

13 I go to work _____ foot.

- a by
- b to
- c on
- d from

14 I _____ on an important project at the moment.

- a going to work
- b worked
- c work
- d 'm working

15 I _____ the report yet. I need a couple more hours.

- a didn't finish
- b don't finish
- c haven't finished
- d 'm not finishing

16 I _____ a profit this year.

- a set up
- b made
- c did
- d ran

17 A: Can I have extension 315?
B: I'll just _____ you through.

- a put
- b connect
- c call
- d play

18 Could I _____ a message?

- a speak
- b leave
- c tell
- d say

19 A: What's he like?

B: He _____

- a works for the National Bank of Poland.
- b 's the Public Relations Manager.
- c 's a nice man.
- d plays golf.

20 A: How do you do?

B: _____

- a Pleased to meet you.
- b I'm pleased too.
- c Nice to have met you.
- d Good to see you too.

21 Who _____ the first e-mail?

- a did send
- b did happen
- c sent
- d was sent

22 I'll _____ with the e-mail straight away.

- a send
- b deal
- c go
- d write

23 It's the _____ meal I've ever eaten!

- a expensive than
- b more expensive
- c expensivest
- d most expensive

24 I'll have breakfast sent _____ to your room.

- a up
- b out of
- c in
- d at

25 Prices have remained _____ in the first quarter.

- a increase
- b stable
- c same
- d steadily

26 I'm writing to _____ the refund for damaged goods.

- a claim
- b tackle
- c take
- d book

27 35,000 people _____ in the last five years.

- a were been laid off
- b lay off
- c are laid off
- d have been laid off

28 It cost one hundred euros! What a complete _____ of money.

- a invest
- b spent
- c waste
- d lot

29 He _____ me that he was happy in his new department.

- a said
- b told
- c speak
- d asked

30 We _____ less time travelling, if we worked from home.

- a spend
- b 'd spend
- c would spent
- d are spending

31 Does the conference centre have internet _____?

- a access
- b location
- c centre
- d transfer

32 Sorry, I didn't _____ that. Could you say it again?

- a not with
- b explain
- c catch
- d miss

33 Would you mind _____ , please?

- a not to smoke
- b not smoking
- c didn't smoking
- d if not smoking

34 You _____ be tired after your long journey.

- a can
- b let
- c must
- d ought

35 I agree with you up to a _____.

- a question
- b position
- c point
- d view

36 _____ I thought everyone knew.

- a Won't you hear?
- b Haven't you heard?
- c Didn't you hear?
- d Aren't you hearing?

37 Let's move _____ to the next point of my presentation.

- a about
- b up
- c for
- d on

38 I'm sorry, but can I just _____ in here?

- a come
- b interrupt
- c move
- d speak

39 So, let's sum _____ what we've discussed so far.

- a about
- b up
- c with
- d for

40 I _____ from you.

- a look forward to hear
- b looking forwards to hearing
- c look forward to hearing
- d look forwards for hearing

41 How are things _____ you?

- a with
- b to
- c at
- a of

42 I think it's _____ of fish with cream and white wine.

- a kind
- b made
- c like
- d sort

43 I'm sorry for the _____ in getting back to you with the quote.

- a wait
- b hold
- c late
- d delay

44 I suggested _____ the whole thing forward by a week.

- a bringing
- b to bring
- c that bring
- d we bringing

45 With _____ I think that's a little too low.

- a frank
- b respect
- c honesty
- d unfortunately

46 _____ no see. You haven't changed a bit!

- a Long time
- b Long wait
- c Long listen
- d Long view

47 Are you saying they've fallen _____ of projections again?

- a down
- b decrease
- c short
- d rapidly

48 It was a very _____ meeting in the end.

- a achievement
- b smoothly
- c success
- d fruitful

49 I've just _____ a job with Bill Gates!

- a landed
- b run
- c set
- d caught

50 Can I get hold _____ the organisers?

- a to
- b of
- c for
- d up

Section B: Reading

Below are three readings with missing words. Read and choose a missing word from answers a, b, c or d.

For Reading A:

- | | | | | |
|---|----------|---------|-------------|----------|
| 1 | a write | b read | c delete | d see |
| 2 | a he | b they | c it | d e-mail |
| 3 | a him | b us | c her | d we |
| 4 | a always | b never | c every day | d often |
| 5 | a who | b this | c these | d what |

READING A

It's easy to (1)_____ an e-mail. You type it on to a computer screen, hit a button and off (2)_____ goes. But the speed of the process is also a problem. It doesn't encourage (3)_____ to think much about what we write. As a result, e-mail messages are (4)_____ grammatically incorrect, disorganised and full of spelling and typing errors. Badly expressed ideas are more difficult to read. They can also cause expensive misunderstandings. Managers nowadays have to read enormous quantities of e-mails, and (5)_____ adds to the stress of their jobs.

For Reading B:

- | | | | | |
|----|------------|---------|-------------|----------|
| 6 | a hard | b good | c offensive | d polite |
| 7 | a because | b but | c however | d and |
| 8 | a By | b As | c Unless | d If |
| 9 | a business | b place | c market | d shop |
| 10 | a cheaper | b less | c least | d same |

READING B

A hard sell is often seen as (6)_____ in Japan. Japanese business people may think that you are trying to convince them (7)_____ your product is no good. It is better to use a low-key sale pitch and give them objective information. The Japanese are not accustomed to aggressive American techniques that use a persuasive 'winning' argument. (8)_____ you are not completely honest about your product, your credibility will be damaged and what you say will lose influence. Don't say that yours is 'the best on the (9)_____'. It is better to say, 'We sold more than two million units last year. As you know our closest competitor sold (10)_____ than a million.'

For Reading C:

- | | | | | |
|----|---------------|-----------|-------------|--------------|
| 11 | a crash | b share | c flotation | d increase |
| 12 | a broadcasted | b grown | c fallen | d advertised |
| 13 | a outlets | b shirts | c middlemen | d contracts |
| 14 | a logo | b service | c brand | d manager |
| 15 | a refunded | b claimed | c netted | d advertised |

READING C

Manchester United stopped being just a famous football team several years ago and became a highly successful multinational corporation. The words 'football' and 'club' were actually dropped from the players' badges in 2000 in an effort to strengthen the corporate image. With a successful stock market (11) _____ in 1991 and a market value, according to City accountants Deloitte and Touche, of over £110m, Manchester United is as much a triumph of the media as of great soccer. 'Top clubs have (12) _____ on the back of Television contracts', says Richard Baldwin of Deloitte and Touche. With this also comes merchandising. Manchester United's megastore stocks 1,500 different items, is constantly packed, and merchandising (13) _____ as far away as Singapore, Hong Kong and Sydney attract thousands of fans who couldn't even tell you where Manchester is on the map. 'United look and behave very much like a traditional business from a corporate point of view,' says Nigel Hawkins, a financial analyst. 'They have a strong (14) _____ and have worked to maximise it by bringing in good people.' They certainly have. One sponsorship deal alone – with Vodafone – (15) _____ Manchester £30 million.