

# FINAL TEST – ICA FLUOR

## Vocabulary

### 1 Choose the correct word.

0 My *first* / *surname* is Schmidt. My full name is Karl Schmidt.

1 My *zip code* / *title* is 80303. That's in the Boulder area.

2 They *entered* / *remembered* the wrong spelling on the system.

3 Do you have your passport *nationality* / *number*?

4 Do you live very *short* / *far* from here?

5 I *sent* / *made* an email before I arrived.

6 I didn't remember the hotel's address, but I *cancelled* / *checked* it online.

7 We *made* / *did* a phone call to a client yesterday.

8 I *have* / *give* a meeting later today.

9 I work for Nanotech. We *work* / *design* software programs.

10 It's a *Brazil* / *Brazilian* company.

### 2 Complete the sentences with the words in the box.

arrange cancel launch postpone quality range

0 I have to cancel our meeting. I didn't finish an important report.

1 Can you ..... our meeting with Sato? I have a conference that week.

2 We have 25 different items in our product .....

3 Our product ..... is very high. That's why our customers love us.

4 I want to ..... a meeting with someone from IT next week.

5 Our new product ..... is on the 13th January.

## Grammar

Put the words in the correct order.

0 anything this afternoon / you / are / doing / ?

Are you doing anything this afternoon?

1 don't / work / in IT / / / .

2 to / me / you / do / meet / want / ?

3 won't / at our budget today / we / look / .

4 we / the new office today / visiting / are / ?

5 there / a factory / was / in the USA / ?

6 email / you / remember / to / the client / did / ?

7 check / do / the payment terms / you / always / ?

8 we / of / the delivery / need / new laptops / .

9 John / to / forget / call / don't / .

10 a month / our manufacturing / takes / process / .

Rewrite the sentences using the past.

0 I visit new customers every week.

I visited new customers every week.

1 I send emails every day.

2 I go on holiday in August.

3 I don't talk to customers very often.

4 John doesn't check the invoices.

5 Do you know Mr Brown?

## Lesson 4.4 Functional language

5 Complete the conversation with the phrases in the box.

Did you change the battery? How can I help you?

I could order a new one I'll call you when it's ready

What's the problem? You can collect it tomorrow.

**Dan:** Oh good morning. <sup>0</sup>How can I help you?

**Sana:** This laptop doesn't work.

**Dan:** I'm sorry about that. <sup>1</sup>.....

**Sana:** There's no power.

**Dan:** <sup>2</sup>.....

**Sana:** Yes, but nothing happened.

**Dan:** Let me check. Yes, it's broken, so

<sup>3</sup>

.....

**Sana:** That's great, thanks. When will it arrive?

**Dan:** <sup>4</sup>.....

**Sana:** What time?

**Dan:** I don't know, but <sup>5</sup>.....