

Tasks

Task 1

Choose the correct answer.

1. Anna ...
 - a. didn't start the company but manages it now.
 - b. started the company and manages it now.
 - c. started the company but doesn't manage it any more.
2. The app ...
 - a. is for parents to learn from.
 - b. is for students to learn from.
 - c. is for students who want to find a tutor.
3. Many parents ...
 - a. don't have the time or knowledge to help with their children's homework.
 - b. think that schools should help with their children's homework.
 - c. don't want to help with their children's homework.
4. The app ...
 - a. has student exercises on it.
 - b. is only for people in remote areas.
 - c. offers live online support from tutors.
5. On the app, tutors who live in remote areas ...
 - a. often charge lower rates.
 - b. often charge higher rates.
 - c. don't like to work too much.
6. The app ...
 - a. is new and not many people know about it.
 - b. is already popular.
 - c. is not very successful.

Task 2

Match the verbs (1–6) and nouns (a–f) from the interview.

Verbs

1. to solve
2. to come up with
3. to meet
4. to speak for
5. to secure
6. to expand

Nouns

- a. funding
- b. a need
- c. a problem
- d. itself
- e. the range of services
- f. an idea

Part 1: Grammar – Multiple Choice (1–20)

Choose the correct option (A or B).

1. By tomorrow afternoon, the team ____ the quarterly report.
A) will be preparing B) will have prepared
2. This time next week, we ____ with our international partners.
A) will be negotiating B) will have negotiated
3. He ____ manage a small branch before the promotion.
A) used to B) was used to
4. I ____ used to the new project management tool quickly.
A) got B) have got
5. She ____ the agenda before every meeting.
A) sends B) is sending
6. They ____ submitted the proposal by lunchtime.
A) will be B) will have
7. At 2 p.m., I ____ with the marketing team.
A) will be meeting B) will have met
8. The client ____ by 3 p.m.
A) will arrive B) will have arrived
9. The conference call ____ at 10 a.m.
A) is starting B) is going to start
10. I ____ rarely take a full lunch break.
A) do B) will
11. He ____ handling negotiations in his last role.
A) got used to B) used to
12. I was surprised when the internet went down ____ the call.
A) during B) while
13. We always close our financial year ____ December.

A) in B) on

14. I joined the company ____ 2020.

A) in B) at

15. I ____ a digital planner to manage my time.

A) use B) am using

16. I ____ the new CRM system already.

A) have used B) used

17. They ____ a deal with a new supplier last quarter.

A) have made B) made

18. She ____ her work phone twice this month.

A) lost B) has lost

19. We ____ the minutes yesterday.

A) have sent B) sent

20. ____ you ever ____ in a virtual summit?

A) Did / participate B) Have / participated

Part 2: Grammar – Verb Form Fill-In (21–35)

Use the correct tense: Future Continuous, Future Perfect, Present Perfect, or Past Simple.

1. By 3 p.m., we _____ (finish) the training.
2. At 8 a.m., she _____ (drive) to the office.
3. This time next year, they _____ (live) abroad.
4. By tomorrow, I _____ (send) the documents.
5. When you arrive, we _____ (start) the presentation.
6. I _____ (never/see) such a beautiful sunset.
7. He _____ (work) in finance for over 10 years.
8. I _____ (meet) her last year at a conference.

9. We _____ (not decide) what to do yet.
10. They _____ (buy) a new car recently.
11. I _____ (be) to Italy three times.
12. She _____ (not come) to class last week.
13. The concert _____ (start) before we arrived.
14. How long _____ you _____ (know) him?
15. I _____ (just/finish) the report.

Part 3: Vocabulary – Gap Fill (36–40)

Choose from: stick to deadlines, build confidence, tackle difficulties, organize tasks, remember appointments

16. If you _____, you'll get everything done on time.
17. Working through challenges helps you _____.
18. I _____ by using phone alerts.
19. You need to _____ instead of avoiding them.
20. You can work more effectively when you _____.

Part 4: Vocabulary – Matching (41–50)

Match each business-related phrase to its correct meaning.

Phrases:

- 41. Contributes to
- 42. Align with
- 43. Negotiable
- 44. Driven by
- 45. Weigh up the options
- 46. Take on responsibility
- 47. A good fit for
- 48. Bring to the role
- 49. Seeking opportunities
- 50. Having a strong grasp of

Meanings:

- A. To actively look for chances to grow
- B. To suit a position or role
- C. Something that can be adjusted
- D. To evaluate pros and cons
- E. To have strong knowledge of something
- F. To accept duties or tasks
- G. To match or be consistent with
- H. To add to or affect a result
- I. Motivated by a goal or need
- J. Relevant qualities or experience for a job

Part 5: Grammar – Prepositions (51–65)

Fill in the blanks using appropriate prepositions.

- 51. I always relax ____ the weekend.
- 52. They're arriving ____ Monday morning.
- 53. I moved here ____ 2021.
- 54. He was born ____ February.
- 55. We stayed in Italy ____ ten days.
- 56. I'll call you ____ I get home.

57. The meeting runs ____ 2 p.m. ____ 4 p.m.
58. The lights went out ____ the storm.
59. She'll return ____ two hours.
60. They'll be here ____ Friday ____ the latest.
61. I saw him ____ last week.
62. She visits her family ____ December.
63. The shop closes ____ 6 p.m.
64. They arrived ____ the evening.
65. The report is due ____ next Monday.

Part 6: Use of English – Formal & Informal Matching (66–70)

Match the formal phrase to the informal equivalent.

Formal Phrases:

66. I am writing to inform you...
67. Please find attached...
68. Would you be able to...?
69. I look forward to hearing from you.
70. Following our conversation...

Informal Options:

- A. Just so you know...
- B. I've attached...
- C. Can you...?
- D. Can't wait to hear from you.
- E. After we talked...

Part 7: Idioms and Expressions (71–75)

Match each idiom to its meaning (Write A–E).

Idioms:

- 71. Beat about the bush
- 72. Put someone in the picture
- 73. Keep someone in the loop
- 74. Take a break
- 75. Set goals

Meanings:

- A. To avoid talking directly about something
- B. To keep someone informed
- C. To rest briefly
- D. To explain a situation so someone understands
- E. To decide what you want to achieve