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	**Nouns**
1. ..... to solve	a. funding
2. ..... to come up with	b. a need
3. ..... to meet	c. a problem
4. ..... to speak for	d. itself
5. ..... to secure	e. the range of services
6. ..... to expand	f. an idea

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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.

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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.

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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 _____.

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Part 4: Vocabulary – Matching (41–50)

Match each business-related phrase to its correct meaning.

Phrases:	**Meanings:**
41. Contributes to	A. To actively look for chances to grow
42. Align with	B. To suit a position or role
43. Negotiable	C. Something that can be adjusted
44. Driven by	D. To evaluate pros and cons
45. Weigh up the options	E. To have strong knowledge of something
46. Take on responsibility	F. To accept duties or tasks
47. A good fit for	G. To match or be consistent with
48. Bring to the role	H. To add to or affect a result
49. Seeking opportunities	I. Motivated by a goal or need
50. Having a strong grasp of	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.

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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:	**Informal Options:**
66. I am writing to inform you...	A. Just so you know...
67. Please find attached…	B. I've attached…
68. Would you be able to…?	C. Can you…?
69. I look forward to hearing from you.	D. Can't wait to hear from you.
70. Following our conversation…	E. After we talked…

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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

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