

NAME:

1.1. John usually ___ to work by car, but today he ___ the bus.

- A) goes / is taking
- B) go / takes
- C) is going / takes

1.2. Look! The accountant ___ the report right now.

- A) writes
- B) is writing
- C) wrote

1.3. We ___ invoices every Friday.

- A) send
- B) are sending
- C) have sent

2.1. While I ___ the financial report, the power ___ out.

- A) prepared / goes
- B) was preparing / went
- C) prepare / was going

2.2. They ___ the balance sheet when the client arrived.

- A) completed
- B) were completing
- C) completes

2.3. I ___ the meeting yesterday at 10 AM.

- A) attended
- B) was attending
- C) attend

3.1. She ___ already ___ the invoice.

- A) has / sent
- B) have / sent
- C) is / sending

3.2. We ___ in this office for five years.

- A) work
- B) have worked
- C) worked

3.3. ___ you ever ___ a financial audit?

- A) Did / do

B) Have / done

C) Are / doing

4.1. I think the company ___ expand next year.

A) is going

B) will

C) is

4.2. We ___ a meeting with the new client tomorrow. It's on the calendar.

A) will have

B) are having

C) have

4.3. Look at those numbers! They ___ go bankrupt.

A) are going to

B) will

C) go to

5.1. If you ___ late, you miss the report.

A) are

B) were

C) are being

5.2. If we finish early, we ___ to lunch together.

A) go

B) will go

C) went

5.3. If I were the boss, I ___ change the whole system.

A) will

B) would

C) can

6.1. You ___ finish the report before 5 PM. It's urgent.

A) might

B) should

C) must

6.2. Employees ___ wear formal clothes in this office.

A) have to

B) can

C) might

6.3. He ___ speak English very well.

A) ought

- B) could
- C) need to

6.4. You ___ send the file again; I received it.

- A) don't have to
- B) mustn't
- C) could

