
READING COMPREHENSION

A Day at GlobalTech Offices

GlobalTech is a medium-sized company that specialises in digital marketing solutions. The office opens at 8:30 a.m., and most employees arrive before 9:00 a.m. Sarah, the project manager, usually starts her day by checking emails and scheduling team meetings. She has worked at GlobalTech for five years and knows the workflow very well.

Yesterday was a busy day. The team presented a new campaign to an important client at 11:00 a.m. Before the meeting, they had prepared all the materials and rehearsed the presentation twice. The client liked the proposal and signed the contract in the afternoon. After work, Sarah and her colleagues celebrated with a small dinner.

Currently, GlobalTech is expanding its services to include social media management. The company believes that innovation and teamwork are essential for growth. Next month, they will launch a training programme for new employees.

A. True or False: Mark T (True) or F (False). Correct the false statements with a complete sentence.

1. ___ GlobalTech opens at 9:30 a.m.
2. ___ Sarah usually checks emails at the start of her day.
3. ___ The team presented the campaign yesterday morning.
4. ___ The client rejected the proposal.

GRAMMAR

A. Present Simple vs. Past Simple: Complete with the correct form of the verb in parentheses.

1. She usually _____ (arrive) at the office at 8:45 a.m.
2. Yesterday, the team _____ (present) the project to the client.
3. They _____ (not/work) on weekends, but last Saturday they _____ (finish) a deadline.
4. _____ (he/attend) meetings every Monday? Yes, he does.
5. Last week, we _____ (sign) three new contracts.

B. There is / There are / Some / Any: Complete the sentences.

1. _____ a new employee in the office today.
2. Are there _____ reports ready for review?
3. We don't have _____ time left before the deadline.
4. _____ several emails waiting in your inbox.

D. Can / Can't : Complete with can or can't.

1. _____ you send the invoice by Friday?
2. I'm sorry, we _____ deliver the order tomorrow; the warehouse is closed.
3. _____ they join the video conference? The link is in the email.

VOCABULARY

C. Complete with words from the box:

budget – deadline – contract – revenue – competitor – strategy

1. We need to reduce costs to stay within the _____.
2. The _____ for the project is next Friday; we must finish by then.
3. Our main _____ just launched a similar product at a lower price.
4. Last quarter's _____ increased by 12% thanks to new clients.
5. Before signing the _____, the legal team reviewed all clauses.
6. The new marketing _____ focuses on digital channels and customer retention.

D. Contextual Conjugation: Read the project summary below. Fill in each gap with the correct **Past Simple** form of the verb in brackets.

Last quarter, the logistics division (1) _____ [launch] a comprehensive process improvement initiative. Project managers (2) _____ [analyse] historical delivery data and (3) _____ [identify] three major operational bottlenecks. Before implementing changes, the team (4) _____ [consult] external industry experts. They (5) _____ [not/modify] the existing software immediately; instead, they (6) _____ [test] a pilot version in the northern warehouse first.