

**GRAMMAR**

**1. Complete the sentences with present simple or present continuous.**

1. I often \_\_\_\_\_ (go) to work by bus.
2. We \_\_\_\_\_ (need) to wait. I \_\_\_\_\_ (not/know) how long.
3. The boss isn't here. She \_\_\_\_\_ (have) lunch with a client.
4. I \_\_\_\_\_ (not/understand) what you \_\_\_\_\_ (try) to say. Can you explain it another way?
5. Tom \_\_\_\_\_ (work) as an architect for a large firm in London. This month, his company \_\_\_\_\_ (design) a new office building for one of its main clients.
6. I usually \_\_\_\_\_ (leave) the office at 5pm, but this week I \_\_\_\_\_ (stay) late because of the new project.
7. Pablo is a journalist - he \_\_\_\_\_ (write) articles for a well-known newspaper. Right now, \_\_\_\_\_ he (write) about the economic situation in his country.
8. Owen \_\_\_\_\_ (talk) on the phone at the moment. He \_\_\_\_\_ (not/usually/make) calls in his work.
9. Jenny \_\_\_\_\_ (be) on maternity leave. She \_\_\_\_\_ (not/work) at the moment.
10. I \_\_\_\_\_ (not/have) time to talk right now. I \_\_\_\_\_ (see) the manager.

\_\_\_\_\_ / 10

**2. Complete the sentences with the past simple.**

- 1) Bob \_\_\_\_\_ (come) home from school late.
- 2) She \_\_\_\_\_ (study) hard and \_\_\_\_\_ (pass) the exam.
- 3) I \_\_\_\_\_ (speak) to the director as he was leaving the room.
- 4) Dr. Johnson \_\_\_\_\_ (get up) early this morning.
- 5) \_\_\_\_\_ (Mary /do) her homework and \_\_\_\_\_ (she/go) to school?
- 6) Those students \_\_\_\_\_ (not work) hard last semester.
- 7) Lúcio \_\_\_\_\_ (stop) at the corner and \_\_\_\_\_ (call) us.
- 8) \_\_\_\_\_ (you/try) to talk to Helen last night?

9) My dad \_\_\_\_\_ (catch) a cold when he \_\_\_\_\_ (be) in Canada.

10) She \_\_\_\_\_ (not leave) home early yesterday.

11) They \_\_\_\_\_ (know) each other very well when they \_\_\_\_\_ (be) kids.

12) The teacher \_\_\_\_\_ (bring) the exams corrected.

13) She was cleaning the vase when she \_\_\_\_\_ (drop) it.

14) I \_\_\_\_\_ (not meet) any nice people at the party last weekend.

15) We \_\_\_\_\_ (fly) to the USA on a great airplane.

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**3. Arrange the words in the correct order to create questions:**

1) last / Why / fight / the / begin / they / week / did

\_\_\_\_\_

2. How / movies / often / do / the / watch / boys

\_\_\_\_\_

3. arrive / usually / When / does / train / the

\_\_\_\_\_

4. last / did / weekend / Who / party / Otto / Fritz's / to / birthday / invite

\_\_\_\_\_

5. Brompton / is / far / to / How / here / it / from

\_\_\_\_\_

6. time / What / your / does / English / usually / class / start

\_\_\_\_\_

7. tomorrow / evening / are / doing / you / What

\_\_\_\_\_

8. last / did / holiday / go / on / you / When

\_\_\_\_\_

9. your / your / and / mother / father / did / enjoy / trip / their / Japan / to

\_\_\_\_\_

10. when / How / were / went / old / you / you / to / school

\_\_\_\_\_

\_\_\_\_\_ / 10

**4. Complete the sentences with the correct form of the comparative or superlative.**

1. My sister thinks she's \_\_\_\_\_ (intelligent) than me, but I don't agree!
2. Avatar is probably \_\_\_\_\_ (bad) film I've seen!
3. What is \_\_\_\_\_ (wet) month of the year in England?
4. Do you think the Harry Potter films are \_\_\_\_\_ (good) than the book
5. Who is \_\_\_\_\_ (powerful) person in your country?
6. I think Men in Black 1 was \_\_\_\_\_ (funny) than Men in Black 3.
7. Is Angelina Jolie \_\_\_\_\_ (old) than Sandra Bullock?
8. John is \_\_\_\_\_ (nice) person that I know.
9. What's the \_\_\_\_\_ (low) recorded temperature in the world?
10. Greece is \_\_\_\_\_ (dry) than Germany.
11. The weather is \_\_\_\_\_ (good) today than it was yesterday.
12. July and August are usually the \_\_\_\_\_ (hot) months in France.
13. I think spring is \_\_\_\_\_ (comfortable) than summer.
14. It was the \_\_\_\_\_ (bad) winter for ten years.
15. The last test was \_\_\_\_\_ (easy) than this one.

\_\_\_\_\_ / 15

**5. Complete with the correct form of *as ... as*:**

1. The blue car is \_\_\_\_\_ the red car. (*fast*)
2. Peter is \_\_\_\_\_ Fred. (*not/tall*)
3. The violin is \_\_\_\_\_ the cello. (*not/low*)
4. This copy is \_\_\_\_\_ the other one. (*bad*)
5. Oliver is \_\_\_\_\_ Peter. (*optimistic*)
6. Today it's \_\_\_\_\_ yesterday. (*not/windy*)
7. The tomato soup was \_\_\_\_\_ the mushroom soup. (*delicious*)
8. Grapefruit juice is \_\_\_\_\_ lemonade. (*not/sweet*)
9. Nick is \_\_\_\_\_ Kevin. (*brave*)
10. Silver is \_\_\_\_\_ gold. (*not/heavy*)

\_\_\_\_\_ / 10

## VOCABULARY

### 1. Complete the sentences with the right words. The first letter is given to you.

1. Our **c** \_\_\_\_\_ buy from us because our prices are very good.
2. Over 200 members of **s** \_\_\_\_\_ work in our New York office.
3. We use a Brazilian **c** \_\_\_\_\_ to give us advice about the South American market.
4. I'm self-employed and I'm currently working for a **c** \_\_\_\_\_ based in Paris.
5. If I have a lot of work, my **c** \_\_\_\_\_ often helps me.
6. We always use the same **s** \_\_\_\_\_ when we need new computers or printers.
7. The **e** \_\_\_\_\_ **a** \_\_\_\_\_ say they have two people who are interested in the new sales job.
8. New employees have to do two weeks of **t** \_\_\_\_\_ before they can start working.

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### 2. Choose the correct option:

1. The Production Department **generate** / **manufacture** the products in the factory.
2. The IT Department **maintains** / **resolves** the computer systems and software.
3. The Quality Control Department **controls** / **checks** that there are no problems with the products.
4. The Sales Department **generates** / **controls** new business with customers.
5. The Customer Service Department **resolves** / **complaints** customer problems when they call.
6. The Purchasing Department **sells** / **buys** products from Suppliers.
7. The Logistics Department **dispatches** / **purchases** the products to the customers.
8. The Accounts Department **checks** / **invoices** customers for the products that they purchased.
9. The HR Department **recruits** / **maintains** new people to work in the company.
10. The Finance Department **controls** / **invoices** budgets and other costs.

\_\_\_\_\_ / 10

### 3. Complete with the correct word from the list. Five words are extra:

issue, solution, complaint, refund, discount, feedback, compensation, credit voucher, replacement, query
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1. I'm afraid we don't give refunds, but we can give you a \_\_\_\_\_ to use in the shop at a later date.
2. Can you explain the \_\_\_\_\_ with your order in more detail?
3. Bring the computer back and we will give you a \_\_\_\_\_ to take home today.

4. we can offer you a 15% \_\_\_\_\_ if you pay today.
5. I have a \_\_\_\_\_ about the price. Is it 25.99 or 29.99?
6. I'm sorry but I can't offer you a \_\_\_\_\_ right now.

\_\_\_\_\_ / 6

## READING

### **The International Centre**

Whether you are looking for a conference venue or a place to have your meetings and your training days, the International Centre is the perfect modern space for your event. Offering free Wi-Fi, secure parking and all-day refreshments, the International Centre has 120 meeting rooms and a theatre for up to 1,000 people. Conveniently located in the city centre, the International Centre is close to the shops and only a ten-minute walk to the train station.

### **The Grand West**

The Grand West is a country house surrounded by rolling hills and beautiful scenery, only a 30-minute drive from the airport. With 76 hotel rooms, 12 meeting rooms and a conference room that takes up to 200 people, the Grand West offers free Wi-Fi and a whiteboard in every room. You can also make use of the gardens of the Grand West for team-building events and outdoor activities. Our indoor swimming pool, gym and 18-hole golf course will ensure that your event is relaxing and enjoyable for everyone.

### **Read the two adverts for corporate venues and mark the sentences T (true) or F (false):**

1. If you need a large conference venue for about 600 people, you should book the International Centre. \_\_\_\_\_
2. If you want to go shopping after your meetings, you should book the Grand West. \_\_\_\_\_
3. Only the International Centre offers free Wi-Fi. \_\_\_\_\_
4. If you go to a conference at the International Centre, you can have food and drink any time during the day. \_\_\_\_\_
5. You can have fun playing golf if you go to an event at the Grand West. \_\_\_\_\_
6. You have to walk for 30 minutes if you want to go from the Grand West to the airport. \_\_\_\_\_

## LISTENING:

### 1. Listen and mark the sentences T (true) or F (false):

Peter Miller is not a medical doctor. \_\_\_\_

Peter sells machines for hospitals and doctors. \_\_\_\_

Starlight is the name of Alessandro's company. \_\_\_\_

Alessandro is the manager of the company. \_\_\_\_

Megumi thinks her real name is difficult to say. \_\_\_\_

Andres is a not permanent member of the team. \_\_\_\_

### 2. Listen and arrange the sentences in the right order.

Marina says how she got John's phone number. \_\_\_\_

Marina says that she needs some product information. \_\_\_\_

Marina asks for a brochure and prices. \_\_\_\_

Marina leaves her email address. \_\_\_\_

Marina asks John to call her back. \_\_\_\_

Marina introduces herself. \_\_\_\_