

Choose the correct answer:

1. The meeting _____ at 9:00 every Monday.
A. start B. starts C. started D. starting
2. We _____ the report yesterday.
A. finish B. finished C. have finish D. finishing
3. She _____ in Wilo for five years.
A. works B. worked C. has worked D. is work
4. They _____ a new project next month.
A. launch B. launched C. will launch D. launching
5. I _____ lunch when my manager called.
A. had B. was having C. have D. am having
6. By next Friday, we _____ the installation.
A. complete B. completed C. will have completed D. completes
7. He usually _____ to work by bus.
A. go B. goes C. went D. going
8. Look! The machine _____.
A. stops B. stopped C. is stopping D. stopping
9. Each employee _____ responsible for safety.
A. are B. is C. were D. have
10. The engineers _____ checking the system.
A. is B. are C. has D. was
11. Neither the manager nor the workers _____ available.
A. is B. are C. was D. be
12. A number of products _____ exported.
A. is B. are C. has D. was
13. The quality of these pumps _____ excellent.
A. are B. is C. were D. have
14. We need _____ new supplier.
A. a B. an C. the D. no article
15. There isn't _____ information.
A. many B. much C. few D. several
16. _____ employees attended the training.
A. Much B. Every C. All D. Little
17. He bought _____ umbrella.
A. a B. an C. the D. no article
18. Only _____ machines failed.
A. a little B. a few C. much D. little
19. The meeting starts _____ 8:30.
A. in B. on C. at D. for

20. The report was sent _____ email.
A. by B. on C. with D. into
21. Our office is _____ the second floor.
A. in B. at C. on D. over
22. Please arrive _____ time.
A. on B. in C. at D. by
23. We discussed the issue _____ the meeting.
A. at B. in C. from D. between
24. Employees _____ wear safety equipment.
A. must B. can C. may D. would
25. You _____ smoke here.
A. must B. mustn't C. can D. could
26. _____ I open the window?
A. Must B. May C. Should D. Need
27. We _____ finish this today if possible.
A. should B. mightn't C. ought not D. used
28. The products _____ in Germany.
A. make B. are made C. made D. making
29. The invoice _____ yesterday.
A. sent B. was sent C. is send D. sending
30. English _____ in our meetings.
A. speaks B. is spoken C. speaking D. spoke
31. The order _____ tomorrow.
A. will deliver B. will be delivered C. delivered D. delivering
32. The engineer _____ repaired the pump is here.
A. who B. which C. where D. whose
33. This is the factory _____ we visited.
A. who B. where C. which D. whose
34. The woman _____ office is upstairs is our director.
A. who B. whose C. which D. where
35. The day _____ we signed the contract was exciting.
A. who B. which C. when D. whose
36. Please _____ the attached document carefully.
A. review B. reviews C. reviewed D. reviewing
37. We appreciate your _____ response.
A. prompt B. promptly C. promptnessly D. prompting
38. Sales have increased _____ 15%.
A. by B. with C. from D. at
39. If you have questions, please _____ us.

- A. contact B. contacts C. contacted D. contacting
40. Thank you for your ____.
- A. cooperate B. cooperation C. cooperative D. cooperatively