Ministry of Education
2nd Quarterly Test
EDJA – Professor Graciela

Name: _____ Date: _____ Score: ____ / 60 points

A. Greetings & Courtesy Expressions, Match. (Relaciona.) 5 points
Write the correct letter.

1. _____ Hello	A. Used after someone says "Thank you."
2. _____ Thank you	B. Used to apologize.
3. _____ Excuse me	C. Used to greet someone.
4. _____ Sorry	D. Used to show gratitude.
5. _____ You're welcome	E. Used to get someone's attention politely.

B. Self-Introduction Complete the introduction. 5 points
Use the words in the box.

name | am | work | job | meet

Hello! My _____ is Maria. I _____ a receptionist. I _____ at a hospital. My _____ is to help visitors. Nice to _____ you!

C. Common Jobs - Match the job with the correct description. 6 points

1. _____ Receptionist	A. Drives a car, bus, or truck.
2. _____ Teacher	B. Helps sick people.
3. _____ Nurse	C. Teaches students.
4. _____ Driver	D. Welcomes visitors and answers phone calls.
5. _____ Secretary	E. Protects and helps people.
6. _____ Police officer	F. Organizes documents and appointments.

D. Numbers 1–1,000 Write the number or the word. 8 points

11.twelve = _____	15.27 = _____
12.forty-five = _____	16.80 = _____
13.one hundred = _____	17.356 = _____
14.nine hundred ninety-nine = _____	18.1,000 = _____

E. What Time Is It?
Look at the clocks and choose or write the correct time. 6 points

19. a) It is nine o'clock.	b) It is ten o'clock.	c) It is six o'clock.	Answer: _____
20. a) Half past one	b) Half past two	c) Half past three	Answer: _____
21. a) Six o'clock	b) Five o'clock	c) Seven o'clock	Answer: _____

22. It is _____.
23.7:30 It is _____ seven.
24.4:45 It is quarter _____ five.

F. Days & Months
Complete. 6 points
25.The day after Monday is _____.
26.The day before Friday is _____.
27.The day after Saturday is _____.
28.The month after March is _____.
29.The month before December is _____.
30.The first month of the year is _____.

LIVEWORKSHEETS

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G. AT, ON or IN? (5 points)
Complete with at, on, or in.

31. My appointment is _____ 9:00 a.m.
32. I work _____ Monday.
33. My birthday is _____ May.
34. The meeting is _____ August 17.
35. We are _____ 2026.

H. At the Front Desk (5 points)
Choose the best answer.

36. A visitor arrives. You say:
    a) Welcome! How can I help you?
    b) What time is it?
    c) I never work.
37. You want to see the visitor's identification. You say:
    a) ID!
    b) May I see your ID, please?
    c) You ID now.
38. A visitor wants to see Mr. Brown. You ask:
    a) Who are you here to see?
    b) What month is it?
    c) Where do you work?
39. The person is not available. You say:
    a) May I take a message?
    b) Good night.
    c) I am a nurse.
40. A visitor asks where the office is. You say:
    a) The office is on the second floor.
    b) My name is Pedro.
    c) It is Monday.

I. My Job & Daily Routine (6 points)
Complete with the correct answer.

41. She _____ phone calls every morning.
    a) answer b) answers c) answering
42. He _____ documents at work.
    a) processes b) process c) processing
43. I _____ visitors at the front desk.
    a) assist b) assists c) assisting
44. He _____ not work on Sunday.
    a) do b) does c) is
45. _____ she work at the hospital?
    a) Does b) Do c) Is
46. I go to work every day. I ___ the morning.
    a) always b) never c) rarely

J. Letter Soup (4 points)
Find the four words.
Find: NAME – WORK – MONDAY – OFFICE

H	U	E	Q	M	X	A	V	Y	C
F	Y	S	B	J	Y	A	E	I	P
T	X	M	W	Z	N	C	M	X	Z
S	O	E	L	D	I	B	E	P	G
I	V	N	Y	F	U	Y	J	N	Q
M	S	L	F	R	A	K	R	O	W
S	N	O	S	D	H	K	V	E	A
I	T	V	N	W	F	W	K	M	R
S	S	O	D	W	U	G	U	A	S
I	M	J	D	C	P	U	P	N	C

47. _____
48. _____
49. _____
50. _____

K. Introduce Yourself (4 points)
Write 4 simple sentences about yourself.
Use this information: Your name, Your job, Your workplace, One thing you do at work

51. _____
52. _____
53. _____
54. _____

Example: Hello. My name is Carlos. I am a driver. I work at a school. I usually drive a bus.

TOTAL: ____ / 60 POINTS

LIVEWORKSHEETS