

Basic revision:

Underline the correct word in *italics*. See the example.

Example:

His name *are* / *is* Mike.

- 1 I *'m* / *'s* the head of Sales.
- 2 They *are* / *am* from Brazil.
- 3 *He* / *His* company produces cars.
- 4 I *listens* / *listen* to music to relax.
- 5 *Do* / *Does* she smoke?
- 6 How *often* / *usually* do you play tennis?

Part B

Complete the *wh*- question word. See the example.

Example:

What do you have for lunch? A sandwich.

- 7 Wh___ time does he leave work? About 9am.
- 8 Wh___ do you like your job? Because it's interesting.
- 9 Wh___ does she know there? A client.
- 10 Wh___ do you have a break? In the morning.
- 11 Wh___ do they work? In the city.

Part C

Match a word in the left column of the box with a word in the right column. Then complete the sentences below using the pairs of words. See the example.

computer filing telephone mouse	board park account cabinet mat
bank car notice	screen call

Example:

Can I make a telephone call?

- 12 The _____ is next to the computer.
13 Can you put the documents in the _____ under file A-C?
14 Please pay my money into my _____ .
15 I turned my _____ off.
16 I pay \$2 a day for the _____ .
17 The memo is up on the _____ .

Part D

Complete the e-mails below (questions 16–20) using the words in the box.

in for about in on

Please send me information (18) _____ your product range. We are interested
(19) _____ your range of men's leisurewear and clothes. Also where are you located?
(20) _____ your webpage this is not clear.

Bye for now

Thank you (21) _____ your interest in our products. I am sending you information as an
attached file. We are based (22) _____ Los Angeles, California. You are right about our
webpage. We are updating it.

Best wishes

Basic revision- Answer key

1 'm

2 are

3 His

4 listen

5 Does

6 often

7 What

8 Why

9 Who

10 When

11 Where

12 mouse mat

13 filing cabinet

14 bank account

15 computer screen

16 car park

17 notice board

18 about

19 in

20 On

21 for

22 in

Section 2: Reading (21–25)

Put the sections of the reading (A–F) in the correct order. Write the letters on the lines.

23 Section ____

24 Section ____

25 Section ____

26 Section ____

27 Section ____

JODIE LAWSON, YOUNG BUSINESSPERSON OF THE YEAR

A Her day begins at 7.15 when the alarm goes off. But she doesn't often get up straight away. She lies in bed and listens to the news on the radio until 7.30. She usually goes to work by bus, but she sometimes runs.

B She leaves work around seven, but quite often goes to an evening meeting. To relax she likes seeing her friends and family, and enjoys going away at the weekend and getting out of the city. She goes to bed between 11 and midnight.

C Jodie Lawson, Young Businessperson of the Year, is managing director of roundpeg.com, an internet-based recruitment agency.

D Her morning always involves meetings, taking calls from clients and dealing with e-mails. Most days she has lunch at her desk, but sometimes she goes out with a client, or makes a lunchtime presentation. In the afternoon she is usually out of the office visiting clients.

E She likes running and finds it relaxing. It takes her about 30 to 35 minutes to get to work – about the same as the bus. When she gets to the office, she turns on the computer, reads her e-mail, and has breakfast – a bowl of cereal.

Speaking

You are Jodie Lawson. Below is your business card. You want a meeting with Mr Bogaard. Leave a message on his answer machine.

- introduce yourself
- spell your name
- spell the name of your company
- read out your phone number
- say you'll call again tomorrow

Jodie Lawson Managing Director roundpeg.com Tel. 0044 207 236 2899

Your partner or teacher will give you one mark for each of the following:

Did the caller...	Tick	Marks
...introduce him/herself?		1
...spell his/her name?		1
...spell his/her company name?		1
...read out the phone number?		1
...say he/she will call tomorrow?		1