

In Company Upper Intermediate second edition

Total out of 60. 1 mark per question.

1 It's been nice talking to you.

2 Would you excuse me a moment?

3 I'll have whatever you're having.

4 What's your position on this?

5 What can I get you to drink?

6 Let me take your coat.

7 How can I help you?

8 flopped

9 fruitful

10 fell through

11 flat out

12 up my sleeve

13 at my fingertips

14 went through

15 carried away

16 If we'd **have** offered you any more would you have agreed?

17 I needn't have **to** called him as he'd already got the message.

18 Would it help if I **had** gave you a few days to think about it?

19 Despite **of** the fact that I'm leaving, I want the job done well.

20 Next time you must come **in** to my place.

21 We all seem to be getting **on** side-tracked.

22 Can you get **on** hold of the organisers?

23-32: Suggested/model answers:

23 I am again writing to you with regard to our order, reference no 465C.

24 Our order of \$20,000 of caps was placed three months ago but we have not received anything.

25 Nor have you sent us an e-mail explaining the reason for the delay.

26 I am afraid this is quite unacceptable.

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27 You advertise that you produce promotional products for the world's biggest companies.

28 However, you are unable to take care of a simple order.

29 In addition, I have been informed that you have debited our account for the sum of £20,000.

30 I should like delivery within 48 hours.

31 Otherwise I have no alternative but to hand the matter over to our legal department.

32 I hope I have made myself clear.

33 1D

34 2B

35 3F

36 4A

37 5C

38 6E

39 7G

40 8J

41 9I

42 10H