

Test 1 Verb tenses: present (units 1–2)

Test 1.1 Complete the sentences by putting each verb into the present simple or present continuous. Use contractions (*I'm* instead of *I am*, *don't* instead of *do not*, etc.) where possible.

- 1 A: What do you do (you/do)?
B: I'm an engineer.
- 2 A: What are you doing (you/do)?
B: I'm looking for the document I saved.
- 3 Can you help me? I _____ (not understand) Spanish.
- 4 Can I call you back? I _____ (talk) with a client.
- 5 This product _____ (not sell) – we'll have to put it on special offer.
- 6 I'll get in touch with you as soon as I _____ (know) the results.
- 7 We _____ (stay) at the Marriott Hotel. We'll be there until Friday.
- 8 You'll have to be quick if you want to talk to Darina. She _____ (just/leave).
- 9 Our company _____ (make) parts for the automobile industry.
- 10 When _____ (you/usually/get) to work in the morning?
- 11 When _____ (the auditors/come)? This week or next week?
- 12 Klaus _____ (come) from Munich, in the south of Germany.

Test 1.2 Decide if uses a–h are usually associated with the present simple (PS) or present continuous (PC).

- | | | | |
|---------------------------------------|--|-------------------------------|--------------------------|
| a) facts and permanent situations | <input checked="" type="checkbox"/> PS | e) habits and routines | <input type="checkbox"/> |
| b) actions and events in progress now | <input type="checkbox"/> PC | f) temporary situations | <input type="checkbox"/> |
| c) arrangements for the future | <input type="checkbox"/> | g) fixed timetables | <input type="checkbox"/> |
| d) verbs of thinking and feeling | <input type="checkbox"/> PS | h) current trends and changes | <input type="checkbox"/> |

Match each sentence 1–8 with uses a–h.

- 1 She's *talking* on another line. Can I ask her to call you back? b
- 2 I'm *working* in our Istanbul office for a few months.
- 3 We *offer* an IT solution that is customized, reliable and secure.
- 4 We *release* figures for sales and earnings every quarter.
- 5 Internet fraud and cybercrime *are increasing* all over the world.
- 6 OK, I *understand* what the problem is now.
- 7 I'm *arriving* in Lyon at 10.30.
- 8 The plane *arrives* in Lyon at 10.30.

Test 1.3 Put the time expressions in the box into two categories: those most often used with the present simple, and those most often used with the present continuous. Write the expression in the correct column below.

after always as soon as at the moment before currently every day hardly ever
most of the time never next time normally nowadays occasionally often
right now sometimes these days twice a year until usually when

Present simple

after

Present continuous

at the moment

Test 1.4 Put the words into the correct order. The first word is given each time.

- | | |
|---|--|
| 1 I at about 1 o'clock have usually lunch. | I <u>usually have lunch at about 1 o'clock</u> |
| 2 Lunch just a sandwich often is. | Lunch <u>_____</u> |
| 3 I from time to time visit in Paris Head Office. | I <u>_____</u> |
| 4 I ever hardly am late in the morning. | I <u>_____</u> |
| 5 I ever hardly take the train to work. | I <u>_____</u> |
| 6 I prepare once a month a sales report. | I <u>_____</u> |
| 7 I miss a Board meeting never. | I <u>_____</u> |
| 8 I am late for a Board meeting never. | I <u>_____</u> |

Test 1.5 Some of the following sentences are right and some are wrong. Put a tick (✓) next to the right ones, and correct the wrong ones.

- 1 I'm invoicing you for your last order. ✓
 2 I'm agreeing with you completely.
 3 Our chocolates are containing only the finest ingredients.
 4 Our chocolates are winning prizes all over the world.
 5 We're setting up subsidiaries in Laos and Cambodia.
 6 We're owning subsidiaries in Laos and Cambodia.
 7 I'm knowing they will make a decision this week.
 8 I'm guessing they will make a decision this week.
 9 At first sight, it's seeming to be a sensible suggestion.
 10 At first sight, he's making a sensible suggestion.
 11 We're having a lot of trouble with our suppliers.
 12 Unfortunately, we're having no alternative.

I agree

Test 1.6 Complete the sentences by putting each verb into a form of the present simple or present continuous. Use contractions where possible. The verbs in each sentence may or may not have different tenses.

- 1 Every time inflation goes up (go up), people demand (demand) higher salaries.
 2 Inflation fall (fall) quite quickly right now, which mean (mean) that central banks all over the world can keep interest rates low.
 3 you/wait for Victoria Wilkinson? I not/think she'll be long.
 4 What exactly our customers/want? Nobody around here seem to know.
 5 Carlo doesn't have much experience of this situation. I hope he (know) what he do.
 6 What exactly you/mean? I not/understand.
 7 What exactly you/say? you/want us to renegotiate the whole contract?
 8 your chicken/taste OK? The food here is usually very good, but of course it all depend on which particular chef work in the kitchen on that day.
 9 Our suppliers not/be very flexible at the moment – I imagine that they have a lot of orders and they have problems with the production capacity of their plant.
 10 I agree – we waste our time discussing this. Let's move on.

Test 2 Verb tenses: past (units 3–4)

Test 2.1 Write the past simple form of these irregular verbs.

| | | | | | | | |
|----------|---------------|-----------|-------|---------|-------|---------------|-------|
| 1 become | <u>became</u> | 6 choose | _____ | 11 grow | _____ | 16 rise | _____ |
| 2 begin | _____ | 7 eat | _____ | 12 keep | _____ | 17 send | _____ |
| 3 break | _____ | 8 fall | _____ | 13 lead | _____ | 18 shut | _____ |
| 4 bring | _____ | 9 find | _____ | 14 lend | _____ | 19 spend | _____ |
| 5 buy | _____ | 10 forget | _____ | 15 meet | _____ | 20 understand | _____ |

Test 2.2 Underline the correct words.

- When I got/was getting to the office, I heard/was hearing your voicemail.
- When I worked at Telekom, I used to claim/was claiming all my travel expenses.
- The network suddenly went down/was going down just as I printed out/was printing out last month's figures.
- When I was/used to be a little boy, I used to dream/was dreaming of being an astronaut.
- While the plane descended/was descending, my ears started/were starting to ache really badly.
- We wanted/were wanting a reliable firm, so we chose/were choosing Philips.
- We used to have/were having offices in Latvia and Estonia, but then we combined/were combining all our Baltic operations at our Vilnius office in Lithuania.
- When I arrived/was arriving at the office, Jaroslav waited/was waiting for me.
- The door was open so I knocked/was knocking and went/was going in.
- Stavros lost/was losing his temper with Dimitri while they discussed/were discussing the quality problems in the plant.
- When I was/used to be in Paris last October, I visited/was visiting the museums every day.
- I was feeling/used to feel assertive so I was deciding/decided to speak to the HR Director about the way I had been treated.

Test 2.3 Complete the second sentence so it has a similar meaning to the first sentence and contains the word in brackets. This exercise practises the past perfect and used to.

- Michael made some notes and started writing. (had)
After Michael had made some notes, he started writing.
- This Internet connection is slower than before. (didn't)
This Internet connection _____ be so slow.
- I was sure I had my passport with me. (forgotten)
I was sure I _____ my passport.
- In the past, the factory produced 4,000 units a month. (used)
The factory _____ 4,000 units a month.
- I thought the article seemed familiar. (had)
I thought _____ the article before.
- Aisha left before I arrived. (already)
By the time I arrived, Aisha _____.
- When I was younger I went skiing a lot. (used)
I _____ a lot when I was younger.
- I left the window open, but I only remembered at the airport. (had)
When I got to the airport, I remembered that _____ open.

Test 2.4 Complete the sentences with the time expressions in the box.

at on in when while/when

- 1 The computer gave an error message while/when I was loading up the new software.
- 2 _____ did you first notice the fault?
- 3 We sent you the invoice _____ the end of last month.
- 4 Central Europe was changing very rapidly _____ the nineties.
- 5 We sent the goods _____ the fifteenth. Haven't you received them yet?
- 6 _____ the ECB raised interest rates last month, the euro rose against the dollar.
- 7 _____ she was checking the invoices, she noticed a small mistake.
- 8 We were acquired by Novartis _____ 2006.
- 9 We met _____ eight for a business breakfast.
- 10 What were you doing _____ I called you this morning?
- 11 We changed our advertising campaign _____ the beginning of the year.
- 12 I'll check my files and call you _____ the morning.
- 13 This issue came to light _____ we were assessing the viability of our operations in North America.
- 14 This issue came to light _____ I spoke to our North American office.

Test 2.5**Complete the sentences by putting one verb in the past simple and one in the past perfect.**

- 1 When the DVD started, I realized (realize) I had seen (see) the film before.
- 2 By the time I _____ (get) to the phone it _____ (stop) ringing.
- 3 How _____ (you/find out) that you _____ (got) the job?
- 4 Before I _____ (join) ABN Amro I _____ (work) as an investment analyst at ING.
- 5 I _____ (send) her an email just to see how things were going. Meanwhile, my boss _____ (already/spoke) to her boss.
- 6 I _____ (always/suspect) that the contract _____ (not/be) strictly legal.
- 7 By the time I _____ (leave) university I _____ (gain) a lot of valuable experience working as an intern at Intel.
- 8 The project _____ (be) totally underfunded. If only we _____ (know) right at the start!

Test 2.6**Complete the sentences by putting the verb in brackets into either the past perfect or past perfect continuous.**

- 1 By last Christmas I had decided (decide) it was time to change my job.
- 2 I had been thinking (think) about changing my job for some time before I finally decided.
- 3 I _____ (wait) for over an hour by the time he arrived.
- 4 Actually, I _____ (already hear) the news before she told me.
- 5 Their share price _____ (rise) steadily on rumours that they were a takeover target.
- 6 I couldn't give him a lift because I _____ (not finish) work.
- 7 You would think they'd known each other for ages, but in fact they _____ (never meet) until this year.
- 8 My eyes were hurting because I _____ (look) at the screen all day.
- 9 After I _____ (see) the new design I realized it was going to be a great success.
- 10 They closed down the factory because it _____ (lose) money for years.

Test 3

Verb tenses: connecting past and present (units 5–6)

Test 3.1 Underline the correct or most likely answers.

- 1 I'm waiting/I've been waiting here for ages.
- 2 I'll join you in the restaurant. I'm waiting/I've been waiting for my colleagues.
- 3 The markets have had/had a sharp fall last week.
- 4 The markets have had/had a sharp fall this week.
- 5 If you need the instruction manual, I've left/I left it on your desk.
- 6 I've left/I left the instruction manual on your desk yesterday.
- 7 A: How long are you working/have you been working here?
B: About two years. I joined the company when they opened this branch.
- 8 A: How long are you working/have you been working here?
B: About two weeks. Then it's on to Chicago. Head Office send me all over the world.
- 9 We can't supply the goods because they haven't paid/didn't pay the deposit.
- 10 We couldn't supply the goods because they haven't paid/didn't pay the deposit.
- 11 I'm waiting for Sue. When have you last seen/did you last see her?
- 12 I'm waiting for Sue. Have you seen/Did you see her?

Test 3.2 Cross out the mistake in each sentence and write the correction at the end.

1 She is sending emails all week but hasn't placed an order yet. has been

2 We have started this course three weeks ago.

3 A: 'What have you been doing all morning?' B: 'I've been written letters.'

4 When have you arrived?

5 You have ever been to India?

6 Paula has been organized the press conference for Friday at nine.

7 Sales have been rising since three months.

8 I live in this city since I was born.

9 I wait here a long time. Where have you been?

10 I didn't give a presentation before, so I'm a bit nervous.

11 At last! I'm waiting for this phone call all morning.

12 How long do you work here?

Test 3.3 Complete the sentences with the time expressions in the box. Several answers may be possible but one solution uses each expression in the most appropriate way.

yet for since often ever never already so far just always

1 I've lived in my city-centre flat since 2009. I love it there.

2 Thanks for the present! I've wanted a gold Rolex!

3 We've interviewed four candidates this morning, and none of them is really suitable for the job.

4 Have you worked abroad?

5 I've heard that we've won the contract! Congratulations everybody!

6 Hurry up! Haven't you finished ?

7 Nina has worked in this company over five years now.

8 I've been to a karaoke bar before. It's certainly an interesting experience!

9 I've passed this building, but this is the first time I've been inside.

10 We've been very busy on the stand this morning. we've given away over 200 brochures.

Test 3.4 Complete the second sentence so it has a similar meaning to the first sentence. You may need a new verb, or a time expression like those in Test 3.3. Use contractions where possible.

- 1 Jan doesn't work at this company now.
Jan has left this company.
- 2 This is the first time I've been to the United States.
I _____ to the United States before.
- 3 That's strange! My copy of *Business Grammar Builder* isn't here!
That's strange! My copy _____ disappeared.
- 4 I saw a friend of yours a few moments ago.
I _____ a friend of yours.
- 5 I'm still writing this report.
I _____ this report yet.
- 6 We started working here three years ago.
We've been _____ three years.
- 7 Is this your first visit to Serbia?
Have you _____ before?
- 8 It's a long time since I spoke to Goran.
I _____ to Goran for a long time.
- 9 Is Anna still out of the office?
Has _____ back yet?
- 10 I'm sorry, but Rachel Dawson isn't here.
I'm sorry, but Rachel Dawson has _____ out.
- 11 I last saw David in 2008.
I _____ since 2008.
- 12 I came to live here three months ago.
I've been _____ three months.
- 13 How stupid of me! My laptop is still in the car. I hope it's still there!
How stupid of me! I _____ my laptop in the car. I hope it's still there!
- 14 I'm still reading this report.
I _____ reading this report yet.
- 15 Ronan left the building a moment ago.
Ronan has _____ the building.
- 16 Have you been to Scandinavia at any time?
Have you _____ to Scandinavia?
- 17 I've had English lessons at my company since January.
I've been _____ English at my company since January.
- 18 It's ages since we last had an order from CWP.
We _____ an order from CWP for ages.
- 19 This is the first time I've eaten reindeer steak.
I've _____ reindeer steak before.
- 20 I started playing tennis about six months ago.
I've been _____ about six months.
- 21 I don't remember Helen's phone number.
I've _____ Helen's phone number.
- 22 The last time I saw Marguerite was Monday.
I haven't _____ Monday.

Test 4 Verb tenses: future (units 7–8)

Test 4.1 Underline the correct or most likely answers.

- 1 Wait for me. I'll be/I've been ready in a moment.
- 2 We need to move forward – we can't just wait until the economy recovers/will recover.
- 3 That looks very heavy. Will I/Shall I help you?
- 4 Notice. This elevator is going to be/will be out of service until further notice.
- 5 Look out! It's going to fall/It'll fall!
- 6 A: 'Do you want me to call them?'
B: 'No, it's all right, I'll do/I'm doing it.'
- 7 Please don't leave until I come back/will come back.
- 8 Julie won't be here next week. She'll work/She'll be working at our other office.
- 9 The flight attendant is calling us. I think we will/we're going to board the plane.
- 10 They'll probably/They probably will cut back the training budget next year.

Test 4.2 Correct these sentences by either crossing out or adding words. Write the correction at the end

- 1 I go to get an accurate valuation of all our properties. I'm going to get
- 2 The visitors from Japan will here at 9.30.
- 3 Justine will probably to get the sales job.
- 4 Sue is going lend me her copy of the report.
- 5 Bye for now. I see you later this evening.
- 6 I not be in the office tomorrow. I'm working from home.
- 7 What exactly you going to discuss at the next meeting?
- 8 It's snowing – the flight probably will be delayed.

Test 4.3 Decide if uses a–h are most often associated with *will*, *be going to*, the present continuous (*I'm doing*), the future continuous (*I'll be doing*) or the future perfect (*I'll have done*).

- a) future facts will
- b) fixed future arrangements _____
- c) instant decisions _____
- d) future plans and intentions _____
- e) predictions with present evidence _____
- f) general opinions about the future _____
- g) looking back from the future _____
- h) activities in progress in the future _____

Now match the underlined forms 1–8 below with uses a–h.

- 1 We're going to launch the new model at the Frankfurt Motor Show.
- 2 Sorry about this confusion. I'll look into it right away and I'll call you back.
- 3 I think we'll probably make a small loss this year.
- 4 Judging by these figures, we're going to make a small loss this year.
- 5 I'm meeting my bank manager on Thursday. We're having lunch together.
- 6 During my presentation I'll be describing the key benefits of our new service.
- 7 Next year will be the tenth anniversary of our company.
- 8 It's not a difficult job. We'll have finished by lunchtime.

| |
|---------------------------------------|
| <input checked="" type="checkbox"/> d |
| <input type="checkbox"/> |

Test 4.4 Complete the second sentence so it has a similar meaning to the first sentence. The answers include these forms: '*'ll*, *won't*, *shall*, present simple (*I do*), present continuous (*I'm doing*) and future continuous (*I'll be doing*).

- 1 I promise to call you when I get back.
When I get back, I'll call you.
- 2 Would you like me to close the window?
 close the window?
- 3 After the conference we can travel back together.
When the we can travel back together.
- 4 What job will you have after the company reorganization?
What doing after the company reorganization?
- 5 They refuse to lower their price.
They lower their price.
- 6 Are you free tomorrow evening?
Are anything tomorrow evening?
- 7 I'll wait here until it stops raining.
When it stops raining leave.
- 8 I need to find a new job soon if sales don't improve.
I looking for a new job soon if sales don't improve.
- 9 How about having a round of golf after work?
 we have a round of golf after work?
- 10 The product launch is at the Berlin Expo in April.
We the product at the Berlin Expo in April.

Test 4.5 Rewrite each sentence choosing from '*'ll/won't, shall or going to*. Use the main verb underlined.

- 1 Sarah doesn't plan to get married yet.
Sarah isn't going to get married yet.
- 2 How about having a game of tennis at the weekend?
 a game of tennis at the weekend?
- 3 I've decided to study Arabic in Qatar.
 Arabic in Qatar.
- 4 I promise to be back before midday.
 before midday.
- 5 I have an appointment to see the doctor, so I can't come.
 the doctor, so I can't come.
- 6 I promise not to forget.
- 7 I plan to do my MBA at Insead in France.
 my MBA in France.
- 8 Would you like me to help you with those bags?
 with those bags?
- 9 We're willing to come back later if you like.
 back later if you like.
- 10 I intend to ask my boss about opportunities for promotion.
 my boss about opportunities for promotion.
- 11 I want to have the salmon.
 the salmon, please.
- 12 I've decided to have the salmon. What about you?
 the salmon. What about you?

Test 5 Passives (units 9–10)

Test 5.1 Cross out the mistake in each sentence and write the correction at the end.

- 1 Lucas has been offer a new job in Brazil.
has been offered
- 2 Your parcel was been posted yesterday.
- 3 A new industrial site is be developed outside the town.
- 4 All the food at the reception was ate.
- 5 Gold is produce in large quantities in South Africa.
- 6 Nothing will being decided before next week.
- 7 The presentation is giving at the Hotel Intercontinental.
- 8 I've just heard that Carla is been promoted to Marketing Director.
- 9 The introduction to the report was writing by the CEO.
- 10 Many customers are losing through poor after-sales service.

Test 5.2 Rewrite each sentence with a passive verb, without mentioning who did the action.

- 1 The authorities have closed the casino.
The casino has been closed.
- 2 Someone broke into our house last week.
- 3 Nowadays people everywhere speak English.
- 4 The local authorities have finally opened the new motorway.
- 5 Someone left this bag in reception.
- 6 The city council will ban all traffic from the city center.
- 7 We leave the liquid for 24 hours after adding the ingredients.
- 8 The organizers are postponing the meeting.

Test 5.3 Complete the second sentence so it has a similar meaning to the first sentence and contains the word in brackets.

- 1 They have just serviced all our machines. (had)
We have just had all our machines serviced.
- 2 They are coming to clean the carpet tomorrow. (having)
We
- 3 They printed some business cards with the new logo. (had)
We
- 4 Tomorrow they are repairing my car. (getting)
Tomorrow I
- 5 They have just refused my request for credit. (had)
I
- 6 They just fined me for illegal parking. (got)
I

Test 5.4 Underline the correct words in this article.

A Race Against Time

Governments across Europe are ¹starting/being started to worry. Why? Because low birth rates combined with longer life expectancy ²mean/are meant that the Continent will soon have fewer people working and fewer people paying taxes. As a result, a whole range of measures must ³take/be taken to deal with the problems that demographic change ⁴will bring/will be brought.

This whole issue ⁵addressed/was addressed recently at the World Economic Forum in Davos. Many speakers ⁶highlighted/were highlighted that this is a global problem, not just a European one. However, the facts cannot ⁷ignore/be ignored: the situation in Europe is particularly serious. In Europe, 2.1 children per woman ⁸considers/is considered to be the population replacement level. No country achieves this, and the worst performers (Germany, Italy, Spain and Greece) all have a national average of less than 1.4 children per woman. Spain's population, for example, ⁹expects/is expected to fall from 40 million to 35 million by 2050. And as the population

gets smaller, it is also getting older. From around now onwards the 'baby boomer' generation ¹⁰will start/will be started to retire, and their retirement benefits ¹¹will fund/will be funded by fewer and fewer tax-paying young workers.

So solutions will have ¹²to find/to be found. Increasing immigration is, in theory, one option – although most agree it is politically unfeasible in the current climate. Another option is to raise the retirement age and make people work until later in life. This is almost certain ¹³to do/to be done. Finally, tax and social security models must ¹⁴look at/be looked at in a completely new way, for example by encouraging people to look after themselves in retirement with private pension plans and so on.

Apart from this, governments will have to tackle the root cause of the problem and try to boost birth rates. Tax and cash incentives can ¹⁵give/be given to parents who have babies, maternity leave schemes can be extended, and state-subsidized child care can ¹⁶provide/be provided.

Test 5.5 Complete the second sentence so it has a similar meaning to the first sentence. Do not mention who did the action.

- 1 Someone checked these figures for me last week.
I had these figures checked last week.
- 2 They grow much less coffee in Columbia these days.
These days _____.
- 3 Someone delivered this package this morning.
This package _____.
- 4 The city council is redeveloping the old docklands area.
The old docklands area _____.
- 5 They've put up interest rates again.
Interest rates _____ again.
- 6 We'll discuss your idea in the meeting tomorrow.
Your idea _____ tomorrow.
- 7 The technician installed some new software on the network yesterday.
Yesterday we _____ on the network.
- 8 Tokyo is my place of birth.
I _____ in Tokyo.
- 9 When is your date of birth?
When exactly _____ born?
- 10 Someone stole Peter's car last week.
Peter _____ stolen last week.
- 11 Did anyone tell Alex about the meeting?
Was _____ about the meeting?
- 12 Has anyone made a backup copy of this file?
Has _____ made?

Test 8 Conditionals (units 17–18)

Test 8.1 Underline the correct words.

- 1 If we sent the goods by sea, the transport costs *will be/would* be much lower.
- 2 If they *promote/promoted* the brand better, they'll gain market share.
- 3 If you *left/had left* earlier, you might have got there on time.
- 4 If anyone from Head Office visits, they always *stay/will stay* in a five-star hotel.
- 5 If I were you, *I'd call/I'll call* their technical support number.
- 6 If I *have/had* more time, I'd be able to come up with a solution.
- 7 If it *breaks down/will break down*, it takes days for the service engineer to arrive.
- 8 If you needed the money urgently, *I could phone/could have phoned* Accounts to try and speed up your payment.
- 9 If you enter the date in the wrong format, the computer *doesn't recognize/didn't recognize* the information.
- 10 If we'd been/we were more careful, we wouldn't have lost so much money.
- 11 If I'd bought more shares, *I'd become/I'd've become* rich by now.
- 12 If your second interview goes/will go well, I'm sure they'll offer you the job.
- 13 If you *would have backed up/backed up* your files more often, you *wouldn't risk/didn't risk* losing all your work.
- 14 If you *hadn't acted/wouldn't acted* so quickly, we'd be/we are in big trouble.
- 15 They're asking a lot of detailed questions about the contract. I wish I *have/had* it with me.
- 16 I wish it *is/was* Friday!

Test 8.2 Complete each sentence with the verb in brackets in one of these forms: *will do, would do, would have done*. Use contractions typical of speech where possible ('ll do, 'd do, 'd've done).

- 1 If we got a virus on the network, we 'd lose (lose) all our data.
- 2 We _____ (be) in Paris by six if the train isn't late.
- 3 If you'd given a handout for your talk, I think they _____ (ask) more questions.
- 4 If you tell me what you want, I _____ (get) it for you at the airport.
- 5 We _____ (get) more inquiries if we advertised more often.
- 6 If we hadn't left so early, we _____ (miss) the flight.
- 7 Don't worry – if you haven't got any change on you, I _____ (leave) the tip.
- 8 We _____ (sort out) the problem much sooner if we'd had the manual.
- 9 If you were in his situation, what _____ (you/do)?
- 10 If you'd been in his situation, what _____ (you/do)?
- 11 If I worked abroad, I _____ (not see) my family so often.
- 12 We _____ (not get) the contract if we hadn't shown them these testimonials from our clients.

Test 8.3 Complete the sentences with *if, unless or otherwise*.

- 1 Their offices are very near. We'll walk there, unless it's raining.
- 2 We would probably get the contract _____ we dropped our price a little.
- 3 Come on! _____ we hurry, we'll miss the plane.
- 4 If the cost is under €10,000, it's worth doing. _____ it's not a good idea.
- 5 _____ you have any more questions, please feel free to call.
- 6 What would you do _____ they only implemented a part of the plan?
- 7 See if we can do the job with fewer people; _____ we don't have much scope for cutting costs.
- 8 I don't feel able to take a decision _____ I have all the figures.

Test 8.4 Complete the *if* sentence that comments on each situation. The *if* sentence imagines the opposite to what really happened.

- 1 Situation: Emma didn't leave early, and so she missed her flight.
If Emma had left early, she wouldn't have missed her flight.
- 2 Situation: He didn't make more copies, so we didn't have enough handouts for everyone.
If he _____, we _____ enough handouts for everyone.
- 3 Situation: I forgot to bring your map, so I went to the wrong building.
If I _____, I _____ to the wrong building.
- 4 Situation: They didn't invest in new technology, so they didn't survive the recession.
If they _____, they _____ the recession.
- 5 Situation: You didn't wait, so this has happened.
If you _____, this _____.
- 6 Situation: I didn't realize you were so busy when I asked you to help me.
If I _____, I _____ to help me.
- 7 Situation: The Government didn't collapse, so there wasn't a crisis.
If the Government _____, there _____ a crisis.
- 8 Situation: They didn't bring out their new model on time, so they lost market share.
If they _____, they _____ market share.

Test 8.5 Choose the correct continuation for each sentence.

- 1 I wasn't taking notes, and now I can't remember what she said. a) I wish I took notes. b) I wish I'd taken notes.
- 2 This is a very unusual situation. a) I wish I'd known what to do. b) I wish I knew what to do.
- 3 Our offices are in the city center and the rent is very high. a) I wish we were outside the center. b) I wish we are outside the center.
- 4 They gave the job to an external candidate, but now they regret it. a) They wish they hadn't done it. b) They wish they didn't do it.
- 5 I can't enter the system because I don't have the password. a) If only I'd have the password. b) If only I had the password.
- 6 There are too many similar models on the market right now. a) If only we launched our version earlier. b) If only we'd launched our version earlier.
- 7 I'm worried about the meeting next Friday. We need to get agreement. a) I wish we succeed. b) I hope we succeed.
- 8 My presentation is going from bad to worse! People are actually leaving the room! a) I wish I could start again. b) I wish I would start again.

Test 8.6 Complete the sentences with a form of the verb in brackets. Use contractions where possible.

- 1 We're not the market leader, but I wish we were (be).
- 2 He made a mess of all my photocopying. I wish I _____ (do) it myself.
- 3 I told them all our product development ideas. If only I _____ (not say) so much.
- 4 I can't understand anything Marie says. I wish I _____ (can speak) French.
- 5 Your dessert looks good. I wish I _____ (order) that too.
- 6 I'm hopeless at choosing clothes for my wife. If only I _____ (have) our daughter here.
- 7 They're meeting at the moment. I wish I _____ (can be) a fly on the wall.
- 8 This information is important. I wish you _____ (give) it to me before the meeting.

Test 9 Verbs + -in

(S 19–20)

Test 9.1 Underline the correct words.

- 1 I really can't afford to eat/eating in such an expensive restaurant.
- 2 Do you mind to come/coming back in half an hour?
- 3 Do you want to come/coming back in half an hour?
- 4 Kate denied to give/giving the office keys to anyone else.
- 5 He admitted to make/making a serious mistake.
- 6 Remind/Remember me to call Sylvia this afternoon.
- 7 I really enjoyed to visit/visiting your company and meeting all your colleagues.
- 8 I hope to be/being at the next meeting, but I'm not sure if I can make it.
- 9 I expect to be/being at the next meeting. I think I can make it.
- 10 If she isn't in the office when you call, keep to try/trying.
- 11 We tend to recruit/recruiting people who can show some experience of working in a similar environment.
- 12 I refuse to believe/believing that we can't implement the plans.
- 13 We managed to get/getting the outcome we were looking for, but it wasn't easy.
- 14 I can't stand people to interrupt/interrupting all the time. It's so rude.
- 15 Where do you fancy to go/going for lunch today?
- 16 I've arranged to meet/meeting them at their hotel.
- 17 We guarantee to deliver/delivering the goods by the end of June.
- 18 Imagine to win/winning the lottery!
- 19 The manager refused to see/seeing me.
- 20 I realized I had forgotten to pack/packing my phone charger.
- 21 If I miss my connection, it means to arrive/arriving in Frankfurt after midnight.
- 22 I tried to lift/lifting it, but it was too heavy.
- 23 I enjoy to get away/getting away to the coast at the weekend.
- 24 I'd love to get away/getting away to the coast this weekend.
- 25 I tried to persuade him, but he refused to listen/listening to me.
- 26 I admit to be/being a little careless last time, but I won't do it again.
- 27 We need to take drastic action, because we risk to lose/losing everything.
- 28 It's not worth to think/thinking about using the profits for reinvestment, because we said we'd pay shareholders a higher dividend.
- 29 They've decided to order/ordering 1000 pieces this time.
- 30 He offered to meet/meeting me at the airport.

Test 9.2 Complete the sentences with the verbs in the box. Choose either the -ing form or to + infinitive.

be cause come compromise get get through give make rise unpack wait

- 1 They admitted making a mistake on the paperwork.
- 2 Wages tend _____ faster than inflation.
- 3 We're all going out for a drink after work. Do you fancy _____ with us?
- 4 I can't manage _____ when I call them. I keep _____ an engaged tone.
- 5 Do you mind _____ for a couple of minutes while I finish off what I'm doing here?
- 6 They agreed _____ us thirty more days to pay the invoice.
- 7 The logistics firm denies _____ the damage.
- 8 Their negotiating position was very rigid. They refused _____.
- 9 I saw him _____ the goods, and there was no damage visible at the time.
- 10 I enjoyed _____ self-employed for a while, but my income was quite insecure.

Test 6 Modals (units 11–14)

Test 6.1 Underline the correct or most appropriate words.

- 1 That looks like Carlos over there, but it can't/mustn't be. He's in Spain.
- 2 Marie isn't at her office, so she can/must be on her way here.
- 3 I think you need to/have necessity to get some advice from your colleagues.
- 4 Is your car door damaged? Someone must/must have tried to break in.
- 5 It's getting very late. I think we'd better/we would pay the bill and leave.
- 6 I might/can be able to help you, but I'm not sure.
- 7 Yes, it's a good idea – we should/must lease rather than buy.
- 8 It's absolutely necessary – we should/must lease rather than buy.
- 9 Katja can't have/must have heard the bad news. She doesn't look very worried.
- 10 Sorry, I must to/have to go now. I don't want to be late.
- 11 You might not/don't need to come to the meeting if you're busy.
- 12 This invoice can't/mustn't be right. It says €890 to repair the photocopier!

Test 6.2 Complete the sentences with the words or phrases in the box.

have to had to don't have to didn't have to must
mustn't must have might have should could

- 1 We're trying a new dress code. We don't have to wear formal clothes on Fridays.
- 2 You mustn't touch that red button! The whole production line will stop!
- 3 I'm not sure, but I think I might have made a mistake.
- 4 Before we agree, we'll have to study the contract in more detail.
- 5 Is that the time? I really must go now.
- 6 If you needed the goods urgently, we could speed up the order.
- 7 Sorry I'm late, but I had to talk to a contractor about some maintenance work.
- 8 It mustn't been embarrassing for you to forget his name.
- 9 I think we should accept their offer. It's the best we'll get.
- 10 Luckily, we haven't borrow too much money for the mortgage on our house.

Test 6.3 Match the uses of *would* a–j with sentences 1–10 below.

- | | |
|------------------------------------|---|
| a) offering help | f) reporting the spoken word <i>will</i> (i.e. reported speech) |
| b) offering something | g) be willing to do something |
| c) polite request | h) asking or giving opinions about a possible situation |
| d) invitation | i) past refusal |
| e) imaginary future with <i>if</i> | j) past habit |

- 1 Would you mind calling back later?
- 2 What would you do if they refused to negotiate?
- 3 Would you like some milk in your coffee?
- 4 Would you like to join us for dinner tomorrow evening?
- 5 Would you like me to open the window?
- 6 They wouldn't drop their price under any circumstances.
- 7 He said he would call back later.
- 8 When I was a student I would go out every night.
- 9 Eileen would lend you the money, I'm sure.
- 10 Why would anyone do a thing like that?

Test 6.4 Complete the second sentence so it has a similar meaning to the first sentence. Use a word or phrase from the box.

| | | | | | |
|----------|----------|---------|-----------|---------------|----------|
| can't | might | should | have to | don't have to | ought to |
| can't be | might be | must be | should be | | |

- 1 It would be a good idea to bring in a firm of outside consultants.
We should bring in a firm of outside consultants.
- 2 It's not necessary for you to leave a deposit.
You _____ leave a deposit.
- 3 I'm sure that isn't John, because he's in Paris.
That _____ John, because he's in Paris.
- 4 Anne is almost certainly with a customer.
Anne _____ with a customer.
- 5 I expect the meeting will be finished by ten.
The meeting _____ finished by ten.
- 6 It's possible that I'll be late.
I _____ late.
- 7 We are not allowed to dispose of waste in that way.
We _____ dispose of waste in that way.
- 8 Perhaps our interests will differ on this issue.
Our interests _____ differ on this issue.
- 9 It's the rule that we need to check all bank references.
We _____ check all bank references.
- 10 At this point it's better that I disclose a personal interest in the matter.
At this point I _____ disclose a personal interest in the matter.

Test 6.5 Complete the second sentence so it has a similar meaning to the first sentence. Use a word or phrase from the box.

| | | | |
|------------|----------------|------------------|-----------|
| might have | could have | should have (x2) | must have |
| can't have | shouldn't have | might not have | |

- 1 Perhaps David made a mistake.
David might have made a mistake.
- 2 I'm sure that she worked very hard on this project.
She _____ worked very hard on this project.
- 3 I'm sure the warranty hasn't expired already.
The warranty _____ expired already.
- 4 It would have been a good idea for you to tell me.
You _____ told me.
- 5 Perhaps you didn't see the article about us in *The Economist*.
You _____ seen the article about us in *The Economist*.
- 6 I was expecting them to call by now.
They _____ called by now.
- 7 It was a bad idea for us to drop our prices so much.
We _____ dropped our prices so much.
- 8 It was possible for us to see this problem coming.
We _____ seen this problem coming.

Test 7 Questions (units 15–16)

Test 7.1 When we make questions in spoken English, we often leave out the auxiliary verb and the subject pronoun. For example, instead of saying, 'Do you like it?' we just say, 'Like it?'. Write full questions using the underlined verb.

- 1 Finished yet? We're all waiting!
- 2 See you tomorrow? Or are you busy all day?
- 3 You look relaxed. Have a nice holiday?
- 4 Steve's a bit difficult sometimes. Know what I mean?
- 5 Hi, Erik. Coming out for a drink later?
- 6 Sorry I'm so late. Been waiting long?
- 7 Interesting conference, isn't it? Enjoying yourself?
- 8 Heard the latest? Isabel is taking early retirement.

Have you finished yet?

Test 7.2 Rewrite each question, beginning as shown.

- 1 What's the time?
Could you tell me what the time is ?
- 2 What does this mean?
I'd like to know _____ ?
- 3 How much does this cost?
Could I ask _____ ?
- 4 What time does the bank open?
Do you know _____ ?
- 5 Am I in the right seat?
Could you tell me if _____ ?
- 6 Where's the Opera House?
Do you know _____ ?
- 7 Is this the way to the station?
Could you tell me if _____ ?
- 8 Who is the speaker at the next session?
I'd like to know _____ ?

Test 7.3 Match the beginnings of the phrases with their endings.

- | | |
|---------------------------|------------------------|
| 1 Do you mind if I ... | a) closing the window? |
| 2 Would you mind if I ... | b) closed the window? |
| 3 Would you mind ... | c) close the window? |

Somebody asks **Would you mind if I opened the window?** Write (✓) if the answer is appropriate in normal conversation; write (✗) if it is not.

- 4 Yes, I would.
- 5 Yes, please.
- 6 No, of course not.
- 7 Go ahead. That's fine.
- 8 Please do.
- 9 Why? I think it's cold in here.
- 10 To be honest, I'm fine. It could be
a little chilly with the window open.

Test 7.4 Write short answers for each question, beginning as shown. Use contractions (*don't* instead of *do not*) where possible.

- | | | |
|------------------------------------|--------------------|----------------------|
| 1 Do you like Brazil? | Yes, <u>I do</u> . | No, <u>I don't</u> . |
| 2 Does Karen like Brazil? | Yes, _____. | No, _____. |
| 3 Do they like Brazil? | Yes, _____. | No, _____. |
| 4 Have you worked here long? | Yes, _____. | No, _____. |
| 5 Has Karen worked here long? | Yes, _____. | No, _____. |
| 6 Are you coming with us tonight? | Yes, _____. | No, _____. |
| 7 Is Karen coming with us tonight? | Yes, _____. | No, _____. |
| 8 Can you come on Friday? | Yes, _____. | No, _____. |
| 9 Will you be here tomorrow? | Yes, _____. | No, _____. |
| 10 Did you have to pay a lot? | Yes, _____. | No, _____. |
| 11 Is that your coat? | Yes, _____. | No, _____. |
| 12 Is that Maria over there? | Yes, _____. | No, _____. |

Test 7.5 Complete each sentence with the verb in brackets where there is one.

- 1 'You have got (have got) the file, haven't you?' → 'Yes, of course.'
- 2 'They'll be back by 4.00, _____?' → 'I expect so.'
- 3 'You _____ (leave) now, are you?' → 'Sorry, I really have to go.'
- 4 'They've been here before, _____?' → 'Yes, I think so.'
- 5 'You can meet Ida at the station, _____?' → 'Yes, of course, it's in my diary.'
- 6 'You don't happen to know the time, _____?' → 'Sorry, I don't.'
- 7 'You had the same thing for lunch yesterday, _____?' → 'Yes, exactly the same.'
- 8 'You _____ (forget) the product samples, did you?' → 'No, of course not.'
- 9 'You _____ (give) me a hand, could you?' → 'Of course, what can I do?'
- 10 'You _____ (be) here yesterday, were you?' → 'No, I wasn't.'
- 11 'Let's have a break now, _____?' → 'OK, good idea.'
- 12 'I'm late, _____?' → 'Only a little. But don't worry about it.'

Test 7.6 Put the words into the correct order to make questions. Add a capital letter at the beginning.

- 1 take Visa do you? Do you take Visa?
- 2 please I can see the menu? _____
- 3 excuse me here anyone is sitting? _____
- 4 from which country do come you? _____
- 5 by which route you did come? _____
- 6 to who you were just now talking? _____
- 7 what mean do you exactly by that? _____
- 8 a little more specific you could be? _____
- 9 what time the next train to Brussels is? _____
- 10 you can tell me what time is the next train to Brussels? _____
- 11 do need you any help with your suitcase? _____
- 12 this BlackBerry to who does belong? _____
- 13 I could ask something you? _____
- 14 do think you could I ask you something? _____
- 15 the station where is? _____
- 16 you could me tell the station where is? _____