

1. We . . . . to Madrid if our holiday . . . . longer .  
A) could have gone , have been B) could have go , had been C) could have gone , had been D) could gone , had been
2. . . . the news about the takeover when they made the decision ?  
A) Did they see B) Had they saw C) Were they seeing D) Had they seen
3. What do you do in order to . . . . your time effectively ?  
A) run B) have C) lead D) manage
4. . . . breakfast . . . . at a later time on Sundays ?  
A) is . . . . been served B) does . . . . been served C) is . . . . served D) is . . . . being served
5. I want to . . . . £3,000 to my landlord's account every month .  
A) put B) transfer C) give D) sent
6. The printer is still not working . That will mean . . . . a new one .  
A) buying B) buy C) to buy D) of buying
7. I am writing in . . . . to your online advertisement .  
A) respond B) responding C) answer D) response
8. I think there is a . . . . with the server . The Internet is down again .  
A) wrong B) cause C) fault D) trouble
9. The Tokyo contract . . . . by the CEO yet .  
A) was signed B) hasn't been signed C) didn't be signed D) wasn't been signed
10. You . . . . the match if you . . . . a little better .  
A) might not have won , had played B) might have won , have play C) might have won , had played D) might won , had played
11. Is this the report . . . . Lena wrote last week ?  
A) whom B) - C) who D) , that
12. My guests . . . . arrived today , live in Brazil .  
A) who B) , who C) , which D) that
13. I can't get through all this . . . . when people keep interrupting me .  
A) paperwork B) emails C) photocopies D) accounts
14. How do you remember your . . . . for different jobs ?  
A) endings B) closings C) deadlines D) finischings
15. Are you nervous about . . . . presentations ?  
A) give B) giving C) to give D) giveing
16. If David comes late again , he . . . . his job .  
A) would lose B) will lose C) loses D) is losing
17. I thought Tim was the most . . . . candidate . He really wants to get promoted quickly .  
A) ambitious B) better C) independent D) practical
18. Don't . . . . your account . It's always good to have one .  
A) cancel B) close C) shut D) give up
19. Something's . . . . with the automatic door . It won't shut .  
A) wrong B) bad C) not good D) not OK
20. I'm sorry , but my . . . . is just too much for one person .  
A) labour B) duty C) workload D) management

21. Do you know when its . . . . is likely to begin ?  
A) produceing B) production C) produce D) productioning
22. If I . . . . my house , I . . . . a flat .  
A) had self , would have bought B) sold , would have bought C) had sold , would have bought D) had sold , would have buy
23. The dog . . . . attacked me belongs to my neighbour .  
A) - B) whom C) that D) , which
24. Are you happy with the . . . . of the new manager ?  
A) performance B) perform C) performing D) working
25. I . . . . Spanish if I went to Madrid .  
A) study B) will study C) would study D) will be studying
26. . . . lunch by the time your visitors arrived ?  
A) Did you have B) Were you having C) Had you had D) Had you have
27. Who . . . . the work if Steve . . . . available ?  
A) would done , haven't been B) would have done , hadn't be C) would have done , hadn't been D) would have do , hadn't been
28. Sara has great natural ability, she's very . . . . .  
A) talented B) sensible C) motivated D) ambitious
29. If Irma comes with us , we . . . . a taxi to the restaurant .  
A) take B) would take C) took D) will take
30. We must have a technical issue with the camera . I'll try and sort . . . . the problem .  
A) up B) down C) in D) out
31. I was wondering . . . . we could meet at three o'clock instead of two ?  
A) when B) what C) why D) whether
32. I hate taking the bus . I . . . . a car if I could afford one .  
A) bought B) would buy C) will buy D) would bought
33. . . . you mind cancelling our order for a new photocopier ?  
A) Could B) Have C) Can D) Do
34. Is that the man . . . . discussed the contract with you ?  
A) which B) than C) wich D) who
35. What . . . . if you press the red button ?  
A) happen B) happens C) happened D) does happen
36. I . . . . to repair my printer when you came in .  
A) tried B) had trying C) was trying D) had tried
37. . . . our Indian suppliers before ?  
A) Was he meting B) Had he met C) Had he meet D) Did he met
38. We . . . . our goods by sea . Air is too expensive .  
A) transport B) distributing C) sendd D) take
39. The . . . . of our prices may cause a fall in our profits .  
A) reduce B) reducing C) reduction D) reductioning
40. I've decided . . . . my job next year .  
A) changed B) change C) changing D) to change