**Organisation**

**Vocabulary**

1 1. The heads

2. Make sure

3. Running

4. Report

5. Responsible

6. Journalist

7. Actor

2 1. B

2. C

3. A

4. C

5. B

6. B

**Grammar**

1 1. f, g

2. e

3. c

4. a, b, d, h

2 1. I won’t be on the office in tuesday

2. You are going to the meeting later

3. We're visiting conference center next week

4. I is get think a going promotion Lamar soon

5. We have leave on Monday don’t to early

7. Faiza will meting chair on the Thursday

**Reading**

1 1. T

2. F

3. T

4. F

5. T

6. T

7. F

2 1. A

2. B

3. D

4. A

5. C

6. A

3 a

**Functional language**

1 1. D

2. C

3. F

4. A

5. G

6. E

7. B

2 1. Can I take your coat

2. Can I get you something to drink

3. Is it your first time in the Mexico office

4. When did you join the company

5. Where are you based

6.do you work with Beena

7. Do you report to Charu Patel

8. Are you free for dinner this evening

**Writing**

1 Madam

2 inform

3 further

4 after

5 hesitate

6 questions

7 sincerely

2 1. D

2. B

3. A

4. C

5. E

3 hello boss.

The company had problems, we tried to solve them, but we did not succeed there is a problem with financing, many complaints come from the accounting department, we have lost a valuable employee, which led to a deterioration in production and the atmosphere of the team, but I have a contact of one valuable client who is ready to invest a lot of money and counts on the success of our company ...

**2 Brands**

**Vocabulary**

1 1. Image

2. Base

3. Growth

4. Engagement

5. Business

6. History

7. Develop

8. Loyal

**Grammar**

1 1. First of all

2. But

3. however

4. and

5. In addition

6. Well as

7. In addition

8. Also

2 1. C

2. E

3. H

4. B

5. D

6. G

7. A

8. F

3 1. A

2. A

3. B

4. B

5. B

6. A

7. A

8. B

**Listening**

1 1. F

2. T

3. T

4. F

5. T

6. F

7. F

8. T

2 1. A

2. A

3. C

4. D

5. B

6. C

7. A

3. C

**Functional language**

1 1. Important

2. Afraid

3. Able

4. would

5. Should

6. Tried

2 1. Talking

2. Take

3. Working

4. To give

5. Doing

6. Reschedule

7. spend

3 1. D

2. F

3. a

4. C

5. B

6. E