**ENGLISH FINAL TEST**

**NOME E COGNOME 89… / 100**

**Exercise 1**

**Match the pairs to make sentences about types of meetings.**

1-g I’m just calling about organizing a day on the new software.

2-e Is it possible to discuss the new logo b progress meeting.

3-b I was ringing to try and fix up the next c of the annual general meeting.

4-f I was thinking of setting up a meeting to d annual appraisal?

5-c We need to decide on the date e at our next team meeting?

6-d Do you think we could fix a date for your f brainstorm ideas for the website.

7-a I’d like to organize a training g a videoconference.

14… / 14

**Exercise 2**

**Put the sentences into the correct order to make two conversations about arranging meetings. The first line is done for you in each one.**

**Conversation 1**

A No problem. What date do you have in mind? \_\_2\_\_

B OK. I look forward to meeting you on the 3rd at ten. \_\_6\_\_

C Fine. The 1st, 2nd and 3rd are all OK for me. \_\_4\_\_

D Could we schedule a meeting sometime next month? \_\_1\_\_

E Let’s go for Wednesday the 3rd then, at ten o’clock. \_\_5\_\_

F How about the beginning of the month? \_\_3\_\_

**Conversation 2**

A The 10th at nine o’clock… that’s fine. \_\_6\_\_

B Sure, I was thinking about the 10th or 11th of April. \_\_3\_\_

C I’m free on both of those dates. \_\_4\_\_

D Yes, would you like to suggest a date? \_\_2\_\_

E Could we find a time to meet? \_\_1\_\_

F OK, let’s settle for Tuesday the 10th then at, say, nine? \_\_5\_\_

20… / 20

**Exercise 3 - Read and choose the correct word**

**LOW-COST AIR TRAVEL**

For most organizations, it is very important to reduce travel costs. That is (what – when – why) more and more companies are booking flights with low-cost airlines; in fact, this (branch – sector – department) of the market has grown dramatically in recent years.

Low-cost airlines offer tickets at well below the prices (charged – cost – paid) by ordinary airlines, but (must – shall – ought) still meet the same safety standards and regulations. Operating costs are reduced in a number of (methods – ways – approaches). Firstly, customers book directly with the airline, either on the internet or (through – along – over)the telephone. Low-cost airlines do not, (however – indeed – therefore), have to pay commission to travel agents. Further savings are (made – had – done), as these airlines do not issue tickets – they simply give customers a reference number. Passengers do not normally receive postal confirmation of their booking (if – unless – as) they ask for, which some do in order to carry proof (at – for – of) booking. Finally, low-cost airlines do not usually offer (much – many – more) in-flight services. (Choose – Choosing – Chosen) low-cost airlines may soon become normal practice in the business world.

18… / 24

**Exercise 4**

**Read the job advertisement below and choose if the statements are Right, Wrong or Doesn’t say.**

**VACANCIES FOR STORE MANAGERS**

Scene Video has been quite successful in recent years, and we now have 23 stores worldwide – including 15 in Canada – with a further ten on the way. We are now offering exciting management opportunities.

As store manager, you’ll have unusual independence – which will make most retail management posts seem easy compared with ours! You will be in charge of a store with over 40 staff, and you’ll have a salary to match.

Whether you’ve worked in retail management or in another field involving customer relations, we want to hear from you. You’ll be a strong leader, full of ideas and ambition, and commercially aware, preferably with knowledge of the retail industry in one of the countries where we have stores. If you are willing to relocate, you could be on track for fast promotion.

To find out what part you can play in our continuing success, you are invited to an informal Introductory Evening at any of our stores (details below). Or visit our website for more information and to download an application form. Please post this, together with a handwritten letter explaining why you are suited to the job.

1 Scene Video is planning to open more stores.

**A** Right **B** Wrong **C** Doesn’t say

2 Scene Video believes its store managers have a harder job than other store managers.

**A** Right **B** Wrong **C** Doesn’t say

3 Scene Video’s salaries are higher than for similar positions in other retail businesses.

**A** Right **B** Wrong **C** Doesn’t say

4 It is essential for applicants to have experience as store managers.

**A** Right **B** Wrong **C** Doesn’t say

5 Most successful applicants will have to spend time working in different countries.

**A** Right **B** Wrong **C** Doesn’t say

6 The Introductory Evening are targeted at successful candidates.

**A** Right **B** Wrong **C** Doesn’t say

7 Application forms should be completed online.

**A** Right **B** Wrong **C** Doesn’t say

10… / 14

**Exercise 5**

**Writing test**

A new colleague, Marina Walker, has emailed you to ask for your help with writing a report on the new software, but you cannot help her at the moment.

Write an email to Marina:

* + - Explaining why you cannot help her
    - Suggesting the name of another person
    - Saying what relevant experience that person has

Use 30 – 40 words

Dear Miss Marina Walker,

About your email, I regret to inform you that I won’t be able to help you regarding the report on the new software. I am very busy this week and I have to finish many BACKLOG tasks but I suggest asking Peter Brown. Although he has recently been hired, he knows his job very well. He has much more experience than everyone else in our team about web-application since he HAS WORKED in this sector FOR 10 years.

Feel free to contact me if you have any problem.

Yours sincerely

11… / 12

**Exercise 6**

**Listen to the man talking about his life. Choose the correct answer**

1. How did the man feel when he worked for a multinational company? B

A satisfied

B stressed

C bored

2 How many hours a day did he work? C

A 10 hours

B 12 hours

C 14 hours

3 His friends thought that he should… B

A work harder

B find an easier job

C move to the country

4 How long has he had his own company? B

A a year

B six months

C a year and a half

5 How does he get to his new office? B

A He drives

B He walks

C He takes a train

6 Where do his wife’s parents live? C

A in London

B in the same village

C in the next village

7 Who has he borrowed money from? C

A his wife’s parents

B his friends

C the bank

8 What would he do if he won the lottery? B

A He’d continue working

B he’d stop working

C he’d move back to the city

16… / 16