

I. Incomplete sentences (35 questions)

Circle the correct answer.

1. _____ we do something about the situation now, it will be too late.

- (A) until (B) undo (C) unless (D) if

2. How many times _____ this sort of job before?

- (A) did you do (B) have you been doing (C) do you do
(D) have you done

3. _____ a misunderstanding, the meeting was scheduled too early.

- (A) from (B) owing to (C) for (D) owing from

4. They might not like it at first, but we think they'll _____ get used to it.

- (A) finally (B) eventually (C) likely (D) endlessly

5. The car market has contracted this year. _____, competition has become even stiffer than last year.

- (A) By consequence (B) By consequent (C) Although
(D) As a result

6. These figures just don't _____ what we know about the production line costs.

- (A) reach (B) correspond (C) fit (D) suit

7. These exercises are _____ a waste of time.

- (A) most (B) much (C) more (D) mostly

8. If we want to _____, we're going to have to stay in late.

- (A) let enough work done (B) get enough work do (C) make enough work done
(D) get enough work done

9. We're very _____ the offer you made.

- (A) interested for (B) interesting in (C) interested in (D) interesting for

10. The _____ motivation behind her statement is political.

- (A) undercoating (B) underlying (C) understanding (D) understating

11. I'd really like to get _____ this subject and get back to the main point.

- (A) away (B) from (C) off (D) out

12. _____ a solution to the problem won't be easy.

- (A) finding (B) find (C) found (D) founding

13. We'll be _____ her progress with much interest.

- (A) looking (B) look (C) observe (D) watching

14. We _____ get this sorted out as soon as possible.

- (A) would better (B) have better (C) had better (D) hadn't

15. Consumer confidence has gone _____ two points over the last month.

- (A) under to (B) down at (C) off by (D) down by

16. Sometimes I think I _____ this computer program.

- (A) never will understand (B) never understand will (C) will understand never
(D) will never understand

17. Hold the line, please. I'll just _____ Mrs. Tate.

- (A) give you (B) put you through to (C) pass you to (D) pass to you

18. Due to poor planning, the project has been considerably _____.

- (A) delayed (B) retarded (C) backed up (D) forsaken

19. Can I discuss this with you _____?

- (A) on next Tuesday (B) at next Tuesday (C) next Tuesday
(D) next Tuesday

20. _____ solar panels, we hope to rationalise our energy costs.

- (A) By installing (B) In installing (C) To install (D) By to install

21. If you want me to, _____ the bank transfer this morning.

- (A) I'm doing (B) I'm going to do (C) I'll do (D) I would do

22. Several clients have _____ about the poor service.

- (A) registering complaining (B) registered complaining
(C) registered complaints (D) complainings

23. I was nervous before it started but _____ things got going I was fine.

- (A) while (B) by (C) even (D) once

24. John doesn't complain much but _____ he thought the food was awful.

- (A) neither (B) except for (C) even (D) ever

25. _____ she can have the tests finished by this evening, we can move on to the next design step.

- (A) Unless (B) For (C) Providing (D) Counting

26. The new model is very attractive but it's just not _____ enough.

- (A) likeable (B) reliable (C) countable (D) wasteful

27. It's very important to try to _____ with colleagues.

- (A) get in well (B) go out well (C) get on well (D) get over well

28. At the time I _____ that particular way.

- (A) didn't used to work (B) didn't use to working
(C) wasn't used to working (D) wasn't used to work

29. If you had told me about it, _____.

- (A) I would help you. (B) I will help you. (C) I had helped you.
(D) I would have helped you.

30. I don't want to _____.

- (A) make you lose your time. (B) make you waste your time.
(C) waste your time. (D) wait your time.

31. I'd like to avoid _____ as much as possible.

- (A) speaking (B) to speak (C) speak (D) spoken

32. Here's his diary—he _____ it.

- (A) has must to forget (B) must have forgetting
(C) must have forgotten (D) must to have forgotten

33. He seemed to say that, but I don't know if that's what he _____ thinks.

- (A) real (B) actually (C) likely (D) true

34. I've been trying to _____ with her for weeks, but she's very busy.

- (A) reach (B) contact (C) get in touch (D) get in reach

35. Mr. Sparrow is in a meeting a the moment, but he'll come and see you _____

- (A) short (B) shortly (C) early (D) quickly

II. Error recognition (20 questions)

Circle the element which is wrong.

1. In this kind of case, the first thing that needs to be done it's to try to get local employees involved in the process.
A B C D

2. Your totally order including V.A.T. and postage and packing comes to £187.57.
A B C D

3. You'll easily be able to find the agency, what is just next to a metro station on a direct line to the airport.
A B C D

4. We also have a room which is a little more expensive that the standard rooms, but it has a balcony and a view overlooking the river.
A B C D

5. I'm very sorry but this problem should have been sorted out weeks ago and I'm going to have to insist on speak to your superior.
A B C D

6. That is increasingly common to come across people who want to learn to speak Chinese, for obvious reasons.
A B C D

7. I feel that I have the experience and the trainings to take on the job, as well as the right sort of personality for reacting to unexpected situations.
A B C D

8. Always I try to install the application on my computer, I get an error message saying "not enough disk space".
A B C D

9. I've always dream of travelling to the far North, beyond the Arctic circle.
A B C D

10. I've tried to get in touch with her about twice a day since the last three days, unsuccessfully.
A B C D

11. If the service is not prompt, the customer would have gone to another restaurant.
A B C D

12. Good salesperson always meets the needs of the customer.
A B C D
13. I asked Mr. Lee give the client a tour of the office and a demonstration of
A B C
the latest product.
D
14. New employees twice a week are required to attend company training
A B C D
sessions.
15. The fax that M. Gerard sent it from Toronto is incomplete.
A B C D
16. The company expects sales to decrease during the summer and increasing
A B C D
again in the fall.
17. An attractive display is one thing that encourages customers buy our
A B C
product.
D
18. A charge for labor is including in the repair estimate.
A B C D
19. The staff meeting lasts more than 30 minutes rarely.
A B C D
20. The items on this invoice has incorrect stock identification numbers.
A B C D

Write an essay of around 300-350 words on the following topic:

A person that you know is planning on moving to your town or city. What do you think that person would like and dislike about living in your town or city. Why? Use specific reasons and details to develop your essay.

(continue writing on the back of this page)