

Ime i prezime: \_\_\_\_\_ PROBNI ČETVRTI, P.E. elementary

**1. Complete the e-mail with the phrases given below:**

Best    Could you please    Dear    I would like to    Please call me    Thank you

\_\_\_\_\_ Ms Witherspoon,

\_\_\_\_\_ for an interesting day at your head office last Friday. Our discussions and meetings were very helpful. It is clear that the new structures at *Fashion Plus* are very successful.

\_\_\_\_\_ ask for your help. My boss would like a full report from me on the changes in your company, and I would like to include details of your new product lines. Your Head of Design gave a PowerPoint presentation to my colleague Jane Malone. \_\_\_\_\_ send me a copy of it? I would need it by Monday morning. \_\_\_\_\_ if this is a problem.

Thank you in advance for your help.

\_\_\_\_\_ regards

Brian Smith

**2. Translate into Serbian:**

member –

interest rate -

in fact –

tax -

survey –

annual report -

regulation –

turnover -

subsidiary –

department store –

**3. Fill in the gaps with the correct form of the verb in bracket:**

1. I have never \_\_\_\_\_ (meet) anyone famous.

2. – What did you do last night?

- I \_\_\_\_\_ (go) out.

3. What \_\_\_\_\_ (you, plan) to do next summer?

4. Listen! The neighbours \_\_\_\_\_ (argue).

**4. Write the next word:**

1. thirty, forty, \_\_\_\_\_

2. morning, afternoon, \_\_\_\_\_

3. second, minute, \_\_\_\_\_

4. May, June, \_\_\_\_\_

5. once, twice, \_\_\_\_\_

**5. Match the countable and uncountable nouns of the same meaning:**

euros                      overtime

trips                        time

extra hours                money

days                        travel

**6. Write the opposite adjective:**

clear –

friendly –

easy –

different –

**7. Fill in the table:**

<b>Noun</b>	<b>Job</b>	<b>Verb</b>
account		
chemistry		
programme		

**8. Translate into Serbian:**

1) Most people work because they need to earn a salary, but money is not the only motivation or reason why people work. People get job satisfaction from different factors, such as social interaction with colleagues. Status, that is your professional position, and achievement, doing something well, can be important. Some companies really value their employees and see them as the company's main asset.

2) Companies are involved in many activities, for example buying, selling, marketing and production, in a range of different industries, such as information technology, telecommunications, film, and car manufacture. Many well-known companies are multinationals, these are companies which operate in a number of countries.

**9. Write your concise CV**