

**1. Decide if the email phrases are formal (F) or informal (I):**

Dear Mr Gearhart \_\_\_\_\_

I've just finished it. \_\_\_\_\_

Please send my greetings to the Anderwoods. \_\_\_\_\_

Say hi to Diana for me. \_\_\_\_\_

Sorry that things arrived later than planned. \_\_\_\_\_

**2. Complete the sentences with the given words:**compensation  
strikerequests  
groundspriorities  
written

access

1. I can't open this document. It keeps saying: \_\_\_\_\_ denied.
2. Several expensive tools were \_\_\_\_\_ off last time.
3. He is asking the company to pay \_\_\_\_\_ for injuries received at work.
4. I explained about the problems with the \_\_\_\_\_ in Hamburg (the workers wanted more money).
5. We really need to get our \_\_\_\_\_ right.
6. We pay a lot of attention to customers' \_\_\_\_\_.
7. There are no \_\_\_\_\_ for the increase of your salary. I am sorry.

**3. Match the appropriate halves:**

- |                                     |  |
|-------------------------------------|--|
| 1. If I bought a car,               | we wouldn't have to rely on the train. |
| 2. If Susan was here,               | if you order today.                    |
| 3. If he pays us more,              | if you agreed to clause 4.             |
| 4. You'll get a 10% discount        | we'll work harder.                     |
| 5. We could sign the contract today | she'd know what to do.                 |

**4. Write the following numbers:**

35,289,345 \_\_\_\_\_

523.241 \_\_\_\_\_

They were born in 1843. \_\_\_\_\_

€50.62 \_\_\_\_\_

23,129,570 \_\_\_\_\_

**5. Change into passive:**

1. They founded the company in 1985. \_\_\_\_\_
2. Why did you switch off the machine? \_\_\_\_\_
3. She sent me the new specifications last week. \_\_\_\_\_  
\_\_\_\_\_

4. Paula wrote the agenda yesterday. \_\_\_\_\_
5. Has someone moved the printer? \_\_\_\_\_

**6. Complete the sentences with one suitable preposition:**

1. Lunch is over. Let's get \_\_\_\_\_ to work.
2. They get \_\_\_\_\_ very well with each other.
3. I'd like to get \_\_\_\_\_ from the idea that our products are better, because they aren't.
4. See if you can get \_\_\_\_\_ of doing the report – there are far more important things to do.