

MOCK TEST I, P.E.I, NOVEMBER 2014.

I VOCABULARY

A CAREERS

1 Complete the sentences using the words in the box.

take / do / evaluate / master / make

- 1 Do not always wait for your boss to tell you how well you are doing. You also need to _____ your progress yourself.
- 2 Vladimir is hoping to _____ research in informatics.
- 3 Nandita's dream is to _____ a living as a public relations consultant.
- 4 Delegating tasks is an important skill to _____ ..
- 5 Max is only 52, but he would like to _____ early retirement.

B SHOPPING ONLINE

2 Supply the missing word in each definition.

- 6 After-_____ service is the help people get from the shop where they have bought a product.
- 7 The _____ street is the street of a town where many shops and businesses are.
- 8 A _____-off period is the time when you can change your mind and cancel an order.
- 9 A money back _____ is a promise by the seller to give you your money back if you are not satisfied with the goods you bought.
- 10 Your credit card _____ are the name, number and expiry date on your credit card.
- 11 If the goods you want are out of _____, it means that they are not available.

C COMPANIES

3 Complete the sentences below with words from the box.

competitive per cent performance profit share share price subsidiary
turnover workforce

1. I am pleased to report that the financial _____ of our company has been excellent. _____ was 24 million euros, an increase of eight _____ on last year, while _____ rose by 7% to 1.9 million euros.

2. Although the market place for our products continues to be highly _____, we have increased our market _____ to 19 per cent. As a result, our _____ has risen to 2.1 euros.
3. Unfortunately, we had to close down our Antwerp _____, which has meant a 2% cut in our _____.

II SKILLS DEVELOPMENT

NEGOTIATING

4 Complete the dialogue (26–30) with these sentences (a–f). Each sentence should match the function given in brackets. The first one is given as an example.

- a) We really need to have everything by the middle of the month.
- b) Well, we can offer you delivery of some items in ten days and the rest later.
- c) Can I check it with them and get back to you?
- d) I was hoping it could be sooner than that.
- e) OK, then.
- f) Delivery by the middle of the month could be all right as long as the Production Department agrees.

Seller We usually deliver in 14 days.

Buyer [*rejects*] d

Seller [*makes an offer*] _____²⁶

Buyer [*states aim*] _____²⁷. We have an important conference at the end of the month and we want to complete installation before then.

Seller Right – I understand. [*makes concession*] _____²⁸ [*makes request*] _____²⁹

Buyer [*agrees*] _____³⁰

Seller Good. What else do we need to discuss?

III LANGUAGE

A MODALS 1

5 Choose the best options to complete this telephone conversation.

A Huxters. Good afternoon.

B Hello. *Could / Would*³¹ I speak to Marianne Feldman, please?

A Just a moment ... I'm sorry, she isn't answering her phone. *Would you / Would you like to*³² speak to someone else?

B OK. *Can / Will*³³ you connect me to someone in the computer department, please?

B MODALS 2

6 Rewrite these sentences using an appropriate modal to replace the words in *italics*:

Example:

If you want your website to be effective, *it is necessary* to work on it all the time.

If you want your website to be effective, you have to work on it all the time.

1. *It is a good idea* for online retailers to despatch orders quickly.
Online retailers _____.
2. One of the good things about their website is that *it is not necessary* to register.
One of the good things about their website is that you _____.
3. *It is a good idea* to put your logo on every page of your site.
You _____.
4. If you order before 15 March, *it's not necessary* for you to pay until July.
If you order before 15 March, you _____.
5. This deal is very important for all of us, *so no mistakes please!*
This deal is very important, so we _____.

C PRESENT TENSES

7 Complete the text with the verbs in brackets in the correct tense: present simple or present continuous.

Harold Black's a famous pianist. He _____ (give) two or three concerts every week. He _____ (travel) a lot and this week he's in New York. He _____ (stay) at an expensive hotel. He's at his hotel now. He _____ (have) his breakfast in the dining-room. He _____ (drink) a cup of coffee and he _____ (read) a newspaper. Harold's always very busy. He _____ (play) the piano regularly. He _____ (practise) for four hours every day. He _____ (go) to bed late and he always _____ (get up) early. But he sometimes _____ (get) dressed too quickly, and this morning he _____ (wear) one blue sock and one red one!

