1. Selim believed he deserved a \_\_\_\_\_, so he just asked his boss for one.

a) target b) progress c) promotion

2. In many countries, there are very few career \_\_\_\_\_\_ for people without formal qualifications.

a) plans b) breaks c) opportunities

3. Anika attends lots of professional development seminars because she wants to \_\_\_\_\_ a career move.

a) take b) make c) earn

4. ‘Bright sparks’ is an agency that helps school leavers \_\_\_\_\_ on a career plan.

a) offer b) decide c) take

5. It is not enough just to \_\_\_\_\_ your best; you need to have ambitions as well.

a) make b) work c) do

6. Sales representatives often earn a \_\_\_\_\_ in addition to their salary when they achieve their targets.

a) money b) living c) bonus

7. Multinationals often \_\_\_\_\_ their employees excellent career opportunities if they are willing to travel.

a) offer b) make c) take

8. Vladimir is hoping to \_\_\_\_\_ research in informatics.

a) take b) do c) evaluate d) master e) make

9. Delegating tasks is an important skill to \_\_\_\_\_ .

a) take b) do c) evaluate d) master e) make

10. Max is only 52, but he would like to \_\_\_\_\_ early retirement.

a) take b) do c) evaluate d) master e) make

1. At that price, the car you bought was a real \_\_\_\_\_.

a) bargain b) sale c) payment d) refund e) enquire

2. You cannot get a \_\_\_\_\_ if you do not send back the goods in their original packaging.

a) bargain b) sale c) payment d) refund e) discount

3. As we are always having storage problems, I think we should build a new \_\_\_\_\_ .

a) stock b) sale c) warehouse d) despatch e) bulk

4. Our policy is to \_\_\_\_\_ goods within 72 days of receiving an order.

a) discount b) refund c) sale d) return e) dispatch

5. We offer a \_\_\_\_\_ on orders over $500.

a) bargain b) discount c) payment d) refund e) sale

6. After-\_\_\_\_\_ service is the help people get from the shop where they have bought a product.

a) high b) details c) retailer d) guarantee e) sales

7. The \_\_\_\_\_ street is the street of a town where many shops and businesses are.

a) high b) details c) retailer d) guarantee e) sales

8. You credit card \_\_\_\_\_ are the name, number and expiry date on your credit card.

a) high b) details c) retailer d) guarantee e) sales

9. If a shop gives you interest-free \_\_\_\_\_, it means that you can pay for the goods after you have bought them, at no extra cost.

a) stock b) shop c) sales d) credit e) details

10. A \_\_\_\_\_ is a person or company that sells goods to people in shops.

a) retailer b) warehouse c) stock d) wholesaler e) refund

**Complete this email with the correct form of the verb in brackets (Present simple or continuous)**

Hi Sam,

We (1)\_\_\_\_\_ (have) a fantastic time here in Beijing.

The conference itself (2)\_\_\_\_\_(not start) until next Wednesday, so I (3)\_\_\_\_\_(take) the opportunity to learn some Chinese. In fact, I (4)\_\_\_\_\_(attend) a conversation class every morning, and I think I (5)\_\_\_\_\_(make) good progress.

Klaus and Ana (6)\_\_\_\_\_(not stay) at the same hotel. We (7)\_\_\_\_\_\_\_(see) each other at head office every afternoon. We (8)\_\_\_\_\_(meet) a lot of interesting people there and (9)\_\_\_\_\_(talk) about the future of our companies. People here (10)\_\_\_\_\_(like) to look ahead, and that’s great.

Tomorrow afternoon, we (11)\_\_\_\_\_(meet) Sarah Li to discuss our investment options. I (12)\_\_\_\_\_(not think) it’s going to be very easy, so I (13)\_\_\_\_\_(need) to be prepared.

We (14)\_\_\_\_\_(wish) you were here with us already. (15)\_\_\_\_\_ you \_\_\_\_\_(arrive) next Thursday as planned?

Talk soon, Max.

**Complete the sentences with correct word or phrase**

1. The amount of money a company receives from sales in a particular period is called its \_\_\_\_\_.

a) head office b) profit c) share price d) turnover e) market share

2) The money the company makes after taking away its costs is its \_\_\_\_\_.

a) profit b) subsidiary c) share price d) turnover e) market share

3) The employees in a particular country or business are called the \_\_\_\_\_.

a) head office b) subsidiary c) share price d) turnover e) workforce

4) The percentage of sales a company has in a particular market is its \_\_\_\_\_.

a) profit b) subsidiary c) share price d) turnover e) market share

5) The cost of a company’s shares is its \_\_\_\_\_.

a) profit b) subsidiary c) share price d) turnover e) market share

**Complete the sentences with the correct option**

1.This new product will enable our company to \_\_\_\_\_ of 60 million consumers.

a) enter a market b) protect the environment c) meet a need d) reduce waste

e) win an award

2. Our new model is based on a brilliant idea, and I’m sure it will \_\_\_\_\_ for innovation.

a) enter a market b) protect the environment c) meet a need d) reduce waste

e) win an award

3. Lesco develops mobile phones which really aim to \_\_\_\_\_, to satisfy consumer demand.

a) enter a market b) protect the environment c) meet a need d) reduce waste

e) win an award

4. In the past, our company threw away tons of used paper every year but now, thanks to selective recycling, we can \_\_\_\_\_ by almost 75%.

a) enter a market b) protect the environment c) meet a need d) reduce waste

e) win an award

5.The clean technologies we have adopted will \_\_\_\_\_ by cutting the amount of fuel and dangerous chemicals we have to use.

a) enter a market b) protect the environment c) meet a need d) reduce waste

e) win an award

6. I’m ready under stress because I have to \_\_\_\_\_ a presentation at our next sales conference.

a) do b) make c) keep d) spend

7. My boyfriend suggests that I should \_\_\_\_\_ judo or karate to relax.

a) do b) make c) keep d) spend

8. I just wish I could \_\_\_\_\_ a few days in the countryside.

a) do b) make c) keep d) spend

9. The problem is, I still have to \_\_\_\_\_ a lot of research for my paper.

a) do b) make c) keep d) spend

10. One thing I really wanted to do is to \_\_\_\_\_ my evenings free.

a) do b) make c) keep d) spend

1. \_\_\_\_\_ Naseem found a less stressful job yet?

a) Did b) Have c) Has d) Does e) Was

2. \_\_\_\_\_ you see your stress counsellor yesterday?

a) Did b) Have c) Were d) Do e) Was

3. They \_\_\_\_\_ said anything to the manager.

a) didn’t b) weren’t c) don’t d) haven’t e) aren’t

4. Tim and Kemal \_\_\_\_\_ resign – the were made redundant.

a) didn’t b) weren’t c) don’t d) haven’t e) aren’t

5. \_\_\_\_\_ you ever worked in Accounts?

a) Did b) Have c) Has d) Does e) Was

6.Let’s ask the waiter if they have a \_\_\_\_\_ in Spanish for our guests.

a) menu b) recipe c) check d) tip e) starter

7. The Palace restaurant is famous for its friendly and efficient \_\_\_\_\_ .

a) order b) recipe c) prices d) service e) starter

8. It’s getting late. Shall we ask for the \_\_\_\_\_ ?

a) course b) recipe c) card d) service e) bill

9. If you want to go to the Astoria, remember to \_\_\_\_\_ a table in advance.

a) check b) book c) order d) serve e) pay

10. In many countries, it is usual to leave a \_\_\_\_\_ if you are satisfied with the service.

a) pound b) note c) tip d) check e) card

1. I’m sure our guests would love to \_\_\_\_\_ the old town before they leave. – Yes. Let’s ask Ben to show them some sights, then?

a) look around b) look after c) take part in d) take out e) turn down

2. I \_\_\_\_\_ seeing the new head office. – Me too. They say it’s in a superb location.

a) look after b) look around c) look forward to d) take up e) take out

3. Who will \_\_\_\_\_ our guests from Venezuela? – Karen, as usual. She loves taking care of visitors.

a) look after b) look around c) look forward to d) take up e) take out

4. I think February is too early for our trade fair. – I agree. Why don’t we \_\_\_\_\_ it \_\_\_\_\_ until May?

a) take out b) take part in c) turn up d) turn down e) put off

5. That was an expensive party, wasn’t it? – It certainly was. It \_\_\_\_\_ us \_\_\_\_\_ $5,000!

a) put off b) turn down c) turn up d) set back e) take out

6. As a result \_\_\_\_\_ the merger, the management cut the workforce by 10%.

a) in b) of c) to d) from e) between

7. He says going to a stress counsellor is out \_\_\_\_\_ the question.

a) in b) to c) of d) from e) off

8. I wish I could relax a bit more instead \_\_\_\_\_ having to work to strict deadlines all the time.

a) of b) in c) to d) on e) on

9. Our staff need a manager they can speak \_\_\_\_\_, not just someone who controls them.

a) in b) of c) on d) to e) into

10. Dat & Ready is part \_\_\_\_\_ a multinational company based \_\_\_\_\_ Rotterdam.

a) from / in b) to / in c) of / on d) in / in e) of /in