1. **Grammar test:**

**1.Decide which of these sentences**

1. talk about ability
2. make a request
3. make an offer

She can stand up for the needs a)

1. Would you check this employment contract for me, please?
2. Hello. Could I speak to Mr. Brown, please?
3. I’m afraid he’s not in at the moment. Can I take a message?
4. Would you like to talk to his personal assistant?
5. If Arno phones, tell him to call back tomorrow, would you?

 **2.Complete the text bellow with the appropriate Present Simple or Present Continuous form of the next verbs:**

**employ, grow, interview, open, own, want**

Our company is among the ten largest in the country. We already …………1

SANWA International, the successful chemicals company. In addition, we

……………2  to break into the new consumer markets of Central and Eastern Europe.

For example, we …………..3  a new subsidiary in Bratislava next month. That is why this week I …………. 4 candidates for the top jobs in Slovakia. We ………….5  well over 3.000 people, and this number …………..6  all the time.

**3. For each of the sentences below, one or two options are correct. Cross out any option that is incorrect or does not make sense.**

1.No e-commerce service ………….mislead the consumer by giving false information or too little information.

1. mustn’t b) should c) has to

2.Customers ……….print out or save all information about the on-line transaction.

1. should b) shouldn’t c)mustn’t

3.Online retailers ………….give warnings about material that may be unsuitable or inappropriate for children or other consumers.

1. don’t need to b) have to c) must

4. Customers ……………..do business only with online retailers who are certified safe.

a) don’t have to b)should c) need to

1. **Vocabulary test**

**Complete the sentences below with words:**

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 $ 25 million, an increase of eight…………on last year, while …………rose by 7% to $1.9 million.

2.Although the market place for our products continues to be highly …………, we have increased out market ……. to 19 per cent.

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