

Ime i prezime: _____ Broj indeksa: _____

I Underline the correct word in the brackets.

/10

1. Who do you work (to/for/at)?
2. Just a moment. I'll transfer you (over/to/in) the HR.
3. Just hold (out/ on/ over) a moment, please.
4. We came up (for/about/with) three new ideas.
5. State the purpose (of/ on/ at) the meeting.
6. Say that you agree (in/ by/ over) principle.
7. Desicions will result (out/to/in) even more expense.
8. Joe reports (to/of/on) the General Manager.
9. Ask (for/about/with) clarification.
10. What are you working (to/of/on) at the moment.

II Choose either infinitive of gerund to complete sentences

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1. How about to sell/selling the subsidiary?
2. I can't remember to phone/phoning her last week.
3. Please consider watch/watching the video.
4. What about reduce/reducing the price?
5. We suggest to reduce/reducing prices first.
6. Our new website is very easy to navigate/navigating.
7. I am not interested in travell/travelling abroad on holidays.
8. They refused to reduce/reducing the price.
9. The boss reminded me to invite/inviting Jenifer to the party.
10. We plan to maintain/maintaining good relations.

III Insert appropriate words from the box into the dialogue

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SURELY, AGREE, CONFERENCE, TOGETHER, ISSUE, COST, BENEFITS, TRAVEL, DISCUSS, SPLIT, VIEWS, FACTORS, MOTIVATE, DISADVANTAGE, MEETING, COLLEAGUES, ENVIRONMENT, SUGGEST, HOLD, EXPENSES,

L: Well , at our ¹ _____ next July, we'll be ² _____ with our ³ _____ from the Southern Region. There'll be about 20 people instead of the usual ten. So we have to decide wheteher we can still hold the meeting here in the office or whether to hold it in a hotel. What do people think about this? Peter, what do you think?

P: I think, it's bad idea to ⁴ _____ the meeting in a hotel.

L: Right. Why do you think that?

J: I don't think we have enough space here. We just have two small ⁵ _____ rooms. It isn't enough if we want to ⁶ _____ into small groups to ⁷ _____ things. We can't go to our offices, because the phone rings and we get distracted...

F: The ⁸ _____ concerning a hotel venue for our meeting is ⁹ _____ primarily one of financial ¹⁰ _____ versus the adequacy of the office environment in affording good conditions for productivity. If the environmental ¹¹ _____ cannot combine to foster an atmospere conductive to creativity then I would ¹² _____ that the argument comes down in favour of making whatever financial outlay is required...

L: Er – so what you are saying is that you are in favour of a hotel. Is that right?

H: Well, I do not ¹³ _____ with the idea of a hotel. We all ¹⁴ _____ such a lot and spend most of our time staying in hotels. And I have to say - the ¹⁵ _____ we get are never enough! I mean, we should be able to buy a drink in the bar in the evening without having to pay for it ourselves.

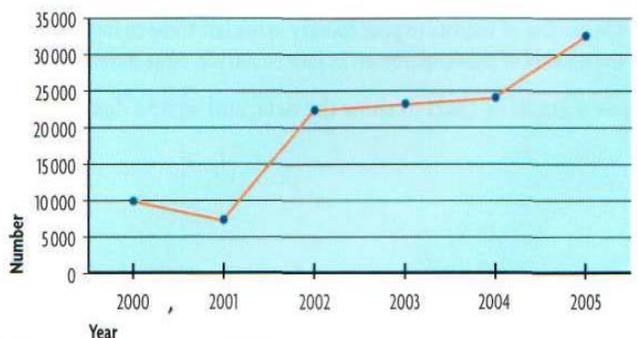
L: All right! Thank you for your ¹⁶ _____. So, to sum up, some of you are saying that a hotel ¹⁷ _____ is more stimulating, more likely to ¹⁸ _____ people. Others think it's just an extra ¹⁹ _____ without any real ²⁰ _____ ...

IV Complete each gap with a suitable word

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This graph ¹ _____ the number of students at university ² _____ 2000 and 2005. In 2000 there were ³ _____ 10,000 people ⁴ _____ at university. There was a slight ⁵ _____ in 2001 to about ⁶ _____. This was ⁷ _____ by a ⁸ _____ ⁹ _____ to 22,000 in 2002. After this, the number ¹⁰ _____ ¹¹ _____ at around 23,000 people for ¹² _____ years. Then, the number ¹³ _____ ¹⁴ _____ to approximately 32,000 by 2005. Overall, the number of students ¹⁵ _____ ¹⁶ _____ between ¹⁷ _____ and ¹⁸ _____, apart from a ¹⁹ _____ ²⁰ _____ in 2001.

Number of Students at University



VII Number the sentences to reorder the main parts of meeting minutes

/5

1. _____ A note on whether the minutes of the previous meeting were approved and whether any corrections were made.
2. _____ A note on where and when the next meeting will be held.
3. _____ The name of the person conducting the meeting along with the names of all those who attended the meeting (including guests) and those who were excused from attending.
4. _____ The name of the committee (or other unit) and the date, location, and starting time of the meeting.
5. _____ A report on each topic discussed at the meeting. (For each item, note the subject of the discussion, the name of the person who led the discussion, and any decisions that may have been reached.)

VIII Reorder the sentences to make a memo

/5

1. _____ My sincere congratulations to all of you!
2. _____ Your enthusiasm, sales strategy, and product knowledge were impressive and certainly sealed the deal with Mr. Lockhart
3. _____ Thank you for your outstanding work and dedication. Bonus checks will be distributed next week.
4. _____ TO: GTS Sales Staff
FROM: Karen Moore
CC: Mr. John Sakazaki
DATE: January 22, 2015
SUBJECT: Customer Presentation
5. _____ The JSKL Marketing Presentation you prepared last week to showcase our new product line was exceptional.