REVISION IV (LESSONS 16-20)


LESSON 16 – BUSINESS CORRESPONDENCE

Insert the missing words.

D________ Ms Hathaway,

Thank you for your e________.

Please find our offer a________.

Should you have any further questions, do not h_________ to contact us.

We are looking forward to h_________ from you soon.

Best regards,

Thomas Atkinson

Score ___ / 5

LESSON 17 – TELEPHONING

Fill in the sentences with the missing elements.

a) Milton House Ltd. Jane ____________, How can I help you?
b) I’m ____________ Mr Milton is not in the office at the moment.
c) Certainly, I’ll put you ____________.
d) Would you like him to call you ____________?
e) Would you like to leave a ____________?

Score ___ / 5
LESSON 18 – SOCIALISING

Write your own responses to the following prompts.

a) How do you do. ____________________________________

b) This is my colleague, John Stewart. ________________________

c) How are you? _______________________________________

d) I don’t think we’ve met. ________________________________

e) Nice to meet you. ___________________________________

Score ___ / 5

LESSON 19 – MEETINGS

Finish the following sentences.

a) The person who runs the meeting is called a c______________.

b) The person who is present at the meeting is called a p______________.

 c) The person who takes notes curing the meeting is called a m______________ t______________.

d) The list of meeting topics is called an a______________.

e) Each topic is called an i______________.

Score ___ / 5

LESSON 20 – PRESENTATIONS

Match the halves of the following sentences.

a) Thanks for coming

b) I’ll be pleased to answer any questions

c) As you can see,

d) This brings me

e) Take a look at

1. we have increased our revenues.

2. to the end of my talk.

3. to my presentation.

4. the following graph.

5. at the end of my talk.

Score ___ / 5

TOTAL: ___ / 25


**Lesson 11**
- a) 3
- b) 4
- c) 1
- d) 5
- e) 2

**Lesson 12**
- a) petroleum
- b) renewable
- c) biofuel
- d) consumption
- e) power

**Lesson 13**
- a) vocation
- b) achievement
- c) resigned
- d) break
- e) living

**Lesson 14**
- a) by
- b) at
- c) off
- d) out
- e) at

**Lesson 15**
- a) toilet
- b) city centre
- c) lift
- d) underground
- e) trolley