

Student Name:

Final Mark: /100

Level:

Company:

## Vocabulary (10pts total)

**Match the words on the left (1–10) with the correct definitions on the right (A–J).**

Words	Definitions
1. Check	A. To create or improve something over time
2. Contact	B. The department that manages computer systems and technical equipment
3. Deal with	C. To communicate with someone by phone or email
4. Develop	D. To examine something to make sure it is correct
5. Organize	E. To help sell a product or make people aware of it
6. Promote	F. To take action or handle a specific task or problem
7. Responsible for	G. To be in charge of a specific area or task
8. IT	H. The department that deals with employees
9. HR	I. To plan and arrange activities or deliveries
10. Employees	J. People who work for a company

**Grammar (20pts total)****A) Choose the correct sentence in each pair.**

1. a) She went to the meeting yesterday.  
b) She goed to the meeting yesterday.
2. a) They didn't send the email on time.  
b) They didn't sent the email on time.
3. a) We saw the new manager last week.  
b) We seen the new manager last week.
4. a) He didn't come to the office on Monday.  
b) He didn't came to the office on Monday.
5. a) I checked the report yesterday morning.  
b) I check the report yesterday morning.
6. a) The company bought new computers last month.  
b) The company buyed new computers last month.
7. a) She didn't contact the client yesterday.  
b) She didn't contacted the client yesterday.
8. a) They went to a business conference in April.  
b) They goed to a business conference in April.

**B) Choose the correct option.**

1. This computer is \_\_\_\_\_ than the old one.  
a) fast  
b) faster  
c) fastest

2. It is the \_\_\_\_\_ department in the company.
  - a) busy
  - b) busier
  - c) busiest
3. A manager's salary is usually \_\_\_\_\_ than an assistant's salary.
  - a) high
  - b) higher
  - c) highest
4. This is the \_\_\_\_\_ office in the building.
  - a) modern
  - b) more modern
  - c) most modern
5. Our new system is \_\_\_\_\_ than the previous system.
  - a) efficient
  - b) more efficient
  - c) most efficient
6. This was the \_\_\_\_\_ presentation today.
  - a) good
  - b) better
  - c) best

**c) Order the words to make meaningful sentences.**

1. going / we / are / to / organize / a meeting  
\_\_\_\_\_
2. going / is / she / to / contact / the client  
\_\_\_\_\_
3. going / they / are / to / develop / a new product  
\_\_\_\_\_
4. going / are / not / we / to / work / on Saturday  
\_\_\_\_\_
5. going / is / the company / to / promote / the product  
\_\_\_\_\_

6. going / are / what / you / to / discuss / in the meeting

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### Reading (15pts total)

**Read the text and then decide if the statements are TRUE or FALSE.**

Last week, Maria started a new job as a sales assistant at Bright Tech Company. On her first day, she arrived at the office at 9:00 a.m. and met her manager, Daniel, and people from the HR department. They showed her the building, explained company rules, and gave her information about her responsibilities. Before lunch, Maria checked her emails, organized customer files, and attended a short team meeting.

The next day, the IT department installed new software on her computer and helped her create passwords for different systems. Maria spent most of the morning contacting clients and answering questions about the company's products. In the afternoon, she worked with two colleagues to prepare materials for a marketing campaign that the company planned to launch the following month.

During the rest of the week, Maria attended several meetings with different departments, including marketing and customer service. She learned how the company dealt with customer problems and how employees developed relationships with important clients. Although she felt nervous at first, Maria completed all her tasks on time and quickly became part of the team.

On Friday afternoon, the manager organized a meeting for new employees. Daniel thanked Maria for her hard work and said she learned very quickly. After work, some employees went to a café near the office, but Maria didn't go because she wanted to visit her family.

1. Maria worked alone to prepare materials for the marketing campaign. -----
2. The IT department helped Maria with computer systems on her second day. -----
3. Maria attended meetings only with the sales department. -----

4. Daniel said Maria adapted quickly to the job. \_\_\_\_\_
5. Maria went to a café with her colleagues after work on Friday. \_\_\_\_\_

**Listening (15pts total)**

**Listen to the recording and choose the correct option for each sentence.**

**Conversation 1**

1. Mark is going to...

- A. visit his family.
- B. travel.
- C. buy a new car.

2. Mark is also going to...

- A. ride a bike.
- B. buy a new bike for his daughter.
- C. buy new furniture.

**Conversation 2**

3. James is going to...

- A. spend one month with his grandparents.
- B. go fishing.
- C. read a book.

4. Sam is going to...

- A. call James.
- B. visit her family for a few days.
- C. read a book.

**Conversation 3**

5. Jake is going to...

- A. help his dad.
- B. go to the cinema.



C. cook pizza.

### Writing (20pts total)

**Write a short paragraph (60–80 words) about a past event or anecdote.**

You can include:

- where and when it happened
- who was there
- what happened
- how you felt about it

Use the Past Simple tense.

### Speaking (20pts total)

**Answer the following questions:**

1. Can you describe your last day at work or school using the past simple? What tasks did you do?
2. Tell me about a time you had to deal with a problem. What happened and how did you solve it?
3. Who is responsible for organizing activities or tasks in your workplace or school? What do they do exactly?
4. Compare two departments or areas (for example IT and HR). What do they do, and how are they different?
5. What are you going to do next week at work or school, and why are those plans important?